

BOARD OF SUPERVISORS

Brown County



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EXECUTIVE COMMITTEE

Tom Lund, Chairman
Patrick Moynihan, Jr., Vice-Chairman
Steve Fewell, John Vander Leest, Patrick Evans
Bernie Erickson, Patrick Buckley

EXECUTIVE COMMITTEE

Monday, July 8, 2013

5:30 p.m.

Room 200, Northern Building
305 E. Walnut Street

- I. Call meeting to order.
 - II. Approve/modify agenda.
 - III. Approve/modify Minutes of June 10, 2013.
-
1. Review Minutes of:
 - a) Brown County LEAN Steering Committee (May 2, 2013).

Comments from the Public

Vacant Budgeted Positions (Request to Fill)

2. Child Support – Clerk/Typist II - Vacated 4/1/13.
3. Child Support – Child Support Clerk – Vacated 7/8/13.
4. Circuit Court – Judicial Assistant – 7/2/13.
5. Corporation Counsel – Assistant Corporation Counsel (Part-time) – Vacated 7/15/13.
6. District Attorney – Legal Assistant II – Vacated 6/28/13.
7. Health – Nurse Manager (Maternal Child Health) – Vacated 7/12/13.
8. Health – Office Manager II – Vacated 8/1/13. (?)
9. Information Services – Programmer/Analyst II – Vacated 5/28/13.

Communications

10. Communication from Supervisor La Violette re: Identify county employees potentially affected by step increases so the Board can take appropriate actions. *Held for one month.*
11. Communication from Supervisor La Violette re: re: In support of our school district and out of respect for our entire great community, all of the people we represent, I propose passage of a resolution stating zero tolerance for bullying throughout Brown County government. *Referred from June County Board.*
12. Communication from Supervisor Erickson re: Have the County look into the idea of having our own clinic for our employees on the County medical insurance. *Referred from June County Board.*

Legal Bills

13. Review and Possible Action on Legal Bills to be paid.

Reports

14. **County Executive Report.**
15. **Internal Auditor Report.**
 - a) Budget Status Financial Report for May, 2013.
 - b) Quarterly Status Update.

Resolutions, Ordinances

16. Resolution re: Change in Table of Organization Public Safety Communications Assistant Director of Public Safety Communications.
17. Resolution re: Reorganization of the Port and Solid Waste Department.

Other

18. Changes in short-term disability plans.
19. Changes in health insurance plan.
20. Such other matters as authorized by law.
21. Adjourn

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, June 10, 2013 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Chair Lund, Supervisor Buckley, Supervisor Evans, Supervisor Moynihan, Supervisor Fewell, Supervisor VanderLeest, Supervisor Erickson
Also Present: Supervisor Dantine, Dale Schmidt, Troy Streckenbach, Brent Miller, Karen Beno, Jeremy Kral, Juliana Ruenzel, Kristen Hooker, an Process, Maria Fischer, Kathy Williquette, Sandy Juno, Supervisor VanDyck, Chuck Lamine, Supervisors Robinson, Nicholson, and Sieber

I. Call Meeting to Order:

The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

II. Approve/Modify Agenda:

The agenda was modified and several items taken out of order, although shown in proper format here.

Motion made by Supervisor Evans, seconded by Supervisor Erickson to approve as amended.

Vote taken. MOTION UNANIMOUSLY APPROVED.

III. Approve/modify minutes of May 6, 2013.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to approve. Vote taken.

MOTION UNANIMOUSLY APPROVED.

Comments from the Public - None

Vacant Budgeted Positions (Request to Fill)

1. Airport – Maintenance Mechanic (x2) - Vacated 5/17/13, Vacated 6/13/13.
2. Child Support – Child Support Specialist – Enforcement - Vacated 4/1/13.
3. Human Services – AODA Counselor - Vacated 5/27/13.
4. Human Services – Behavioral Health Clinician - Vacated 5/24/13.
5. Planning and Land Services – Administrative Secretary - Vacated 3/15/13.
6. Public Works (Facility Management) – Housekeeper (x2) - Vacated 7/8/13, Vacated 7/8/13.
7. Register of Deeds – Clerk/Typist II - Vacated 12/28/12.
8. Veterans – Veterans Benefits Clerk - Vacated 7/5/13.
9. Veterans – Clerk/Typist I - Vacated 7/8/13.

Supervisor Buckley disagreed with the process that lumps all vacated positions together, opining that a personnel committee should first review them for starting wage, benefits, are they actually needed, etc. It was explained that all vacated positions are first reviewed by Human Resources before coming to the oversight committee and then on to the Executive Committee for approval.

Supervisor Fewell suggested that this is a management issue and they should be involved in this discussion.

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to suspend the rules and take Items 1 – 9 together. Vote taken. Nay: Buckley. MOTION PASSED 5 – 1.

Motion made by Supervisor Evans, seconded by Supervisor Moynihan to approve Items 1 – 9. Vote taken. Nay: Buckley. MOTION PASSED 5 – 1. Vote taken. MOTION PASSED 5 – 1.

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Communications

10. Communication from Supervisor Evans re: Who determines what information is forwarded to Supervisors, as it has come to Supervisor's attention that some materials are not being forwarded.

Supervisor Evans stated that everyone has probably seen the e-mails on this matter. He was trying to get to the understanding of if there is a policy that if something comes in addressed to a supervisor why it is not given to the supervisor. He is anticipating that the County Board office has always given supervisors everything that has come into the office and he is hoping that the document/mail center is also doing the same. Evans continued that obviously if something dangerous comes in or potentially dangerous, then that is something that should be looked into, but it should not matter what it is and he is looking for an explanation on this. He asked Karen Beno, Document Specialist, to address this matter.

Ms. Beno and Dave Hjalquist addressed the Committee. Beno stated that in regard to Evans' question, the past practice for 20 years is that no religious, no political and no sexual content is to be delivered within Brown County. In the case of what is being talked about, when those products arrived they were addressed to "Brown County Government". There was nobody specific to distribute it to. With regard to the Bibles, she did not feel it was right to distribute them to employees because everybody has different religious beliefs and it could fall under the context of harassment. She reiterated that this policy has been in place for the last 20 years.

Hjalquist asked if it was desired for them to come up with more clear documentation on this or a more clear policy. Evans stated that he appreciated the answer as far as saying that the document center is not going to be distributing that to the employees, however, people who are reaching out to an elected official should be allowed to send anything, whether it is a Bible or a pornographic magazine and he would like to receive it. He noted that the supervisors are there to represent all the people and if you agree with it or do not agree with it, that does not take away the fact that somebody has the right to reach out to an elected official. Hjalquist agreed that that would be the case if something was addressed to a specific supervisor's name, but if something comes to Brown County Government, who should they distribute it to? Beno also asked who would pay the bill when an item comes postage due.

Evans stated that he had contacted the U.S. Post Office and was informed that nothing gets delivered postage due. Beno stated that that was not true and that she pays postage dues every day. Evans said he was informed by the Post Office that they send out notices that you have a postage due item. He asked Beno how she knew what was in the box. Beno said they had to open the large box when it was addressed to Brown County Government to see if there were names on the inside of the box. Evans asked her if she knew who Brown County government is and Lund responded that it would be the County Executive and the County Board.

It was Evans' understanding that the box was delivered to the County Board office. Beno said that the box that was delivered directly to the County Board office came on a separate delivery and not through her office. Evans stated his understanding was that the delivery that came to the County Board office was then retracted and Beno confirmed this. She said that County Board staff called her and asked what should be done and Beno informed her of the policy and said she would have somebody come to pick it up because there were no names on them. Evans wanted to see if they could get a policy that said if there are items addressed to the County Board that they get delivered. From the information he has received it does not seem that everything is piecing together but he appreciated Beno's statement about not delivering that to employees and he just wants to make it clear that whatever gets sent to County Board supervisors should be delivered to them.

Supervisor Moynihan asked for a rough estimate of how much is paid from tax dollars for postage due and Beno estimated that it would be between \$5,000 - \$8,000 but this has been cut back with

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the permission of the County Executive because they stopped paying postage dues on letters that were coming from people that did not put any postage on it.

Supervisor Buckley felt that if something comes in with no postage or inadequate postage, he would assume that if it was urgent it would be sent in by Fed Ex or UPS which is paid up front. He felt the policy should be not to pay any postage due. If someone really wants to get something to us, they will find a way as he has been receiving Fed Ex deliveries at his house. Hjalmsquist reminded the Committee that their addresses are on the County website.

Supervisor Vander Leest stated that the taxpaying citizens should have a right to contact their supervisors and send them information and have free and open access to their elected representatives and he felt that if someone is attempting to send something in and they are a cent or a few cents short, within reason, it would be reasonable to pay the postage due. He does not think that the tax payers should have to pay for multiple documents where the sender does not pay any postage. If there are a lot of frequent people sending things maybe the document center could work with the County Board Chair to inform what is going on. He stated that as a chair of a committee you get more interesting things from people but other things are regular business that people are trying to conduct.

Moynihan stated he was disappointed when he turned on the radio and heard his e-mail being read verbatim on the air when he thought this was an internal matter. He wanted to express his disappointment on that. Evans responded that it is called transparency in government and he would appreciate transparency in government. Moynihan stated that we are transparent and that is why he sent his e-mail to everyone.

Motion made by Supervisor Buckley, seconded by Supervisor Moynihan to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

11. **Communication from Supervisor Nicholson re: Review the ordinance/policy/county code that prohibits county employees to do lobbying own interest on county time. *Held for one month.***
- a) **Closed Session** Pursuant to Wis. Stats. §19.85(1)(f): Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories, data, or involved in such problems or investigations.

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to go into closed session at 5:51 pm. Vote taken. MOTION UNANIMOUSLY APPROVED. Roll Call: Present – Fewell, Vander Leest, Moynihan, Buckley, Lund, Erickson, Evans

Motion made by Supervisor Buckley, seconded by Supervisor Moynihan to return to regular order of business at 6:18 p.m. Vote taken. MOTION UNANIMOUSLY APPROVED. Roll Call: Present – Fewell, Vander Leest, Moynihan, Buckley, Lund, Erickson, Evans

Motion made by Supervisor Vander Leest, seconded by Supervisor Erickson to refer to Human Resources to send out policy to all County employees regarding lobbying on County time. Vote taken. MOTION UNANIMOUSLY APPROVED.

Robinson asked that it be sent to the whole board.

12. Communication from Supervisor Nicholson re: To invite the Deputy Corporation Counsel who prepared and advised Supervisor Steffens for the last eleven months resolution (term limits) explaining the position of the opinion. *Referred from April County Board, held for one month.*

Nicholson recalled a discussion two months ago about term limits and a snafu was made where Supervisor Steffen was receiving some assistance from Deputy Corporation Counsel for approximately 11 months. This had been stated by Steffens. There were a number of supervisors that knew under state statutes term limits do not exist in this County. Nicholson would like explanation given to the Committee as to what took place in 11 months as stated in his communication.

Deputy Corporation Counsel Kristen Hooker and Corporation Counsel Juliana Ruenzel addressed the Committee. Ruenzel started by saying that this issue is a nuance under the law and is a really odd issue. Nicholson asked for the communication to be read again and Lund re-read the communication. Nicholson said that the communication does not say anything about having an explanation from Corporation Counsel and he would rather hear directly from Hooker. Nicholson said he was not requesting input from Ruenzel and his communication specifically stated he wanted to hear from the person who was involved with this. Lund said that the interesting thing was that at County Board Nicholson asked why there were two different opinions on this one issue and why did we have one opinion from Corporation Counsel and one from the Deputy Corporation Counsel and where was the confusion. Nicholson stated that that was correct and he already knows what the opinion from Corporation Counsel was, but per his communication he wants to know the opinion from the Deputy Corporation Counsel. Lund said we will get to that.

Ruenzel stated she would like to provide some background and she wants the Committee to understand that there is a nuance under the law. She can give the information that she looked at. This is not an easy analysis to make. She understood this issue because she has been in the public sector for 21 years. There is nothing that you can just go to and find this answer. It is a true analysis and when you look at the analysis that the Attorney General does, it is a difficult and complex area that takes time to do and if anybody wants to go through it with her she would be happy to go through it but when you look at the Attorney General opinion there is no way you would get to that conclusion by yourself. Ruenzel wanted to preface that and she wants everyone to know that she does stand by her opinion and Hooker did nothing wrong when she did her opinion and she did her analysis correctly under the State law and how she was trained.

Hooker stated with regard to the 11 months, for clarification purposes, her last communication with Steffen on this issue was in July, 2012 whereby she said that the statutes are silent on the issue of term limits and that it is possible, although she said it is going to be highly controversial that there could be term limits that were imposed so long as they do not violate certain constitutional parameters. Steffen's communication to Hooker that same day was that he believed that his proposal both in spirit and letter clearly meets the governmental interest and he hopes he can get a vote on it. This communication was dated July 17, 2012.

Hooker continued that it was not until September 26, 2012 that Steffen e-mailed Hooker and asked for a status on the matter. Hooker e-mailed Steffen back and said that she did not know he wanted her to do anything further on this and that is when things started up. As far as the 11 months is concerned, Hooker stated that that is not an accurate timeline. As far as Hooker's opinion, she read the statutes, did research on the case law and looked at other jurisdictions that have attempted this and she gave the opinion that it was something that we could try to do, albeit difficult and it has never been done without it going to a referendum. That was her opinion and she drafted the resolution for Steffen and it went from there.

Zima stated that he finds it absurd that Corporation Counsel say one thing and the assistant say something different and they both say that it is compatible. He stated that this is not the first time that this horse has been trotted out in the public and for those that have been through it already know that it is not within our jurisdiction to do this. Zima continued that he feels sorry for Steffen because we have staff that led him to believe differently when there is no case law to support this. He feels that there is a certain amount of incompetence or if they are just try to please people so they start stretching the law. Zima continued that for years the County Board had to suffer under whatever the executive branch wanted and the Corporation Counsel kind of prodded that position out. Steffen said that he sees why the Board needs their own attorney and Zima felt that some people are starting to open their eyes about that. When they say that no other county has one, almost all the other County Boards have their own attorney because they do not have County Executives and they control their Corporation Counsel. This has been a big misnomer. Zima stated that he was disappointed with the Corporation Counsel office in general and this may not be the time to air that sort of thing, but here is an example. Zima continued that Mr. Steffen was also led astray on the business of us being able to require County Board supervisors to send in communications about things they want to do at the budget period. Anybody who's been around at all knows that that is an absurd idea and will never fly legally so they watered it down to suggest they do this sort of stuff. This is all nonsense and is all the same sort of really shadowy stuff that our Corporation Counsel office is giving energy to and Zima questioned what we are getting for our money. He felt that Corporation Counsel was going out on a flimsy limb to try to make something politically viable. He is disappointed and he has said his piece, but he has a certain amount of repulsion as to how the Corporation Counsel office is operating. He felt that there has to be a higher level of competence and when Corporation Counsel says they do not really stay on top of what their staff is doing, he finds that even more egregious. Now they come up here with a sort of cover up that is going on and Zima said on the County Board floor that he owed Steffen an apology because he waxed him over pretty good without realizing that he was being led down the primrose by this amateur incompetence.

Erickson wished to make one quick point with regard to the resolution and stated that he had read it over a number of times and it did not make any reference to a referendum.

Fewell stated that this issue came through the Admin Committee with Steffen and if you look at the timeframe that Hooker mentioned tonight he believes that Ruenzel did not start until July of 2012 and Hooker is dating her correspondence to Steffen in June, 2012 so he felt that Hooker started working on this prior to Ruenzel being on staff. To have two different opinions from two different attorneys when Ruenzel was not even on staff at the time that that was being worked on and he felt it was probable that that happened and there was not some kind of crazy conspiracy thing going on but that was basically it. As far as feeling sorry for Steffen, Fewell does not and he felt that Steffen got all the press from the Green Bay Press Gazette that he wanted. Fewell felt that when it comes time for Steffen's re-election and for him to go out and campaign he has headlines from the Press Gazette that he can show everyone.

Vander Leest stated his general concern is that supervisors can bring forth resolutions which take hours and hours of staff time to draft and it might not have any minute chance of passage. Lund stated that they had dealt with that issue. Vander Leest felt that before people spend staff time which includes salary and benefits and all those types of things you should have the blessing from this committee before time is spent on resolutions that may not have any chance of passing. It was noted that the beginning of the process would be a communication. Vander Leest opined that if the Executive Committee would have been polled, the term limit resolution idea would have been defeated. Lund explained that what happened was the Corporation Counsel at the time made the resolution without any recommendation of a committee. Fewell disagreed and stated that Steffen put in a communication and the Admin Committee looked at it and said they did not even know if it was legal and they asked Corporation Counsel if it was legal. Lund stated the resolution came to

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Admin before Admin even vetted the issue. What was discussed at the last Executive Committee meeting is that no resolutions come to any committee until they are vetted by the committee. Fewell stated the first time it came to Admin was in communication form and the next step was to ask Corporation Counsel if it was even legal. Nobody even wanted to proceed if it was not legal.

Nicholson asked what the determination was whether it was legal or not. Fewell stated at that point it was determined that it would be a difficult process but there was some legal stance for being able to do that. Nicholson stated that it was determined that it was legal and noted that some of the supervisors remember that this came up years ago where state statutes said it was not. It was nipped in the bud at the committee level stating that state statutes were not allowing this to happen. Nicholson then asked how much time was spent by Corporation Counsel on this and Hooker stated that from the beginning of September until all the way up to writing it and attending tonight's meeting she would estimate 40 some hours was spent in looking it up, looking at different counties and cities and looking at the constitution and looking at articles she received from Steffen and attending meetings. She also noted that at one meeting she attended to address this Steffen did not show up and Lund stated that that is another reason the process was drawn out.

Vander Leest felt that it should have been handled better and there are Attorney General opinions that can be reviewed as well as other means of research. Vander Leest asked if each Corporation Counsel starts fresh or if they would have older files to reference and Ruenzel stated that files may exist for reference purposes but they are destroyed after seven years. Vander Leest stated that before 40 some hours is spent on a resolution with an unknown outcome from a Supervisor, he felt it needs more vetting and he would like to see it come before the Executive Committee because it is a wider interest than the parent committee.

Supervisor Van Dyck felt that both of the topics that are coming up that Steffen brought up and Zima brought up were both brought before this Committee. Lund agreed and said it was brought before the Committee but it was not passed. Van Dyck felt the breakdown in the process is that whether it's legal or not legal, the whole thing with regard to term limits could have been killed at the Admin Committee because there was not support for it and it could have been killed at Executive Committee because there was no support for it but he still went ahead and asked Corporation Counsel to bring forth a resolution to the County Board. Van Dyck's opinion is that that is wrong. If anything, you could bring your idea forth to the full Board and say that you tried to get a resolution drawn up but it was killed by two committees and the County Board could vote on it and say they want a resolution. Lund agreed that there should not be a resolution without support. Van Dyck felt that to blame Corporation Counsel for this when it could have been killed by numerous supervisors along the way is not right. He felt there was a breakdown of the process at numerous levels that both of these topics got to the full Board.

Zima came to the defense of the committees and stated that the reason they moved forward was because of the support of the Corporation Counsel. He read the minutes of the Admin Committee meetings and even showed them to a few lawyers and they laughed. Lund stated that a rule was adopted in 2009 that anything could be pulled from the report and that no committee could quash anything.

Robinson stated we are talking about a couple of different issues, one being the process for getting a resolution considered and the other is the process of having staff time spent on it. He thought that it had been clarified that supervisors could write their own resolution and bring them forward, but they cannot go to the staff to ask them to do it without the committee's approval. He felt that those two things were being mixed and he wanted to make it clear that the staff time is the issue, not the resolution. Lund stated that that was correct and a supervisor can write their own resolution to be reviewed by Corporation Counsel if the committee directs.

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Nicholson asked if Corporation Counsel actually knew that they could not have term limits and Lund answered yes. Nicholson then stated that Corporation Counsel spent 40 hours knowing that we could not have term limits and asked if that was true. Lund stated there were two different opinions but the person that was hired to be Corporation Counsel wrote an opinion that you could not have term limits. Nicholson asked if the Deputy knew that we could not have term limits and Lund stated obviously not. Nicholson stated that $\frac{3}{4}$ of the County Board knew we could not have term limits and Corporation Counsel did not know this and she is an attorney?

Fewell stated that Hooker was the interim director and she provided the opinion before Juliana was around. Once Ruenzel became aware of Hooker's opinion she gave her opinion that said it could not happen and that supersedes Hooker's opinion. Nicholson said he understood and he is not blaming anybody but just wants to know the truth. He questioned if this is what we want from our Corporation Counsel to spend 40 hours working on something that can't happen.

Moynihan stated that all the chairs of the standing committees are here and everyone knows. He stated that the lesson had been learned and it was time to move one.

Lund stated it was up to Ruenzel to work with her employees. That is her job. It is not Lund's job to have to assist them to say they want to fire the Assistant Corporation Counsel. That is not the prevue. The prevue is only the Corporation Counsel and that is the Executive and the Board that have the jurisdiction over the Corporation Counsel. We do not have any jurisdiction over the employees.

Ruenzel wanted to the Committee to understand that the reason she is upset is because when you do research time is always spent. If the Committee would like to see the information she reviewed she had copies available. It is not information that someone would readily be able to determine. The state statutes are silent on this. When you go to law school and learn how to interpret statutes and how to look and find the law, Hooker did that. She did exactly what she was supposed to do how attorneys are trained to review and research and that is why it took so long. But, by the same token, since Ruenzel has been in the public for so long, this is something that she learned long ago by having it explained by a boss that she had. She knew there was a nuance under the law. If you look at the opinion that came from WCA, they start analyzing the Attorney General opinion and when you look at the Attorney General opinion you wonder what they are saying because he refers to two of four questions. Through the two of four questions that are in the opinion, he analyzes that this county cannot do term limits. Ruenzel read the very convoluted questions and stated that from the questions you would not take from it that term limits could not be done at our county. It is the way the questions are analyzed. It is not in the statutes for Hooker to know about. This is where two different opinions came in and that is why there was time spent. It was not because anybody did anything wrong. It was the way analysis goes and this is something really strange under the law.

Fewell stated that when you talk about legal time and the waste of legal hours, he cannot think of any more grotesque waste of legal hours when they spent all the legal time that went into redistricting when they knew the will of the County Board.

Nicholson stated that John Jacques had an opinion and he took care of it right away and he asked the Committee to think about that.

Motion made by Supervisor Moynihan, seconded by Supervisor Fewell to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED.

13. **Communication from Supervisor Dantine re: That all electronic devices be turned off prior to meetings and left off until meeting is finished except staff. *Referred from May County Board.***

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Supervisor Dantine stated he brought the matter of shutting all electronic devices off during meetings forward as he finds it annoying and distracting. Many times questions are asked for a second time because the individual was not listening. He urged that individuals concentrate on the job they are here for.

Supervisor VanderLeest generally agreed unless there is a family emergency. He also pointed out that meetings seem to be very lengthy this term, although Supervisor Lund stated this is in part due to new members who have a lot of questions.

Supervisor Evans, although expressing appreciation for Dantine's comments, stated that because of the technology available, he is sometimes looking up information on County Code and doing Google searches. He does not see this as disrespectful and if it is seen as that, the Chair should point it out.

Supervisor Fewell either did not have a problem, although indicated he always turns his phone on silent. He stated it is helpful to have a laptop at times, that it eliminates paperwork. Although he agreed use of electronics could be seen as disruptive, it is also disruptive when Board members are waived to the hallway for discussion.

Board Chairman Moynihan stated he understands this issue and in the future will give a reminder at Board meetings that phones be silenced.

Supervisor Erickson indicated that he agrees with Dantine, that many people are at times texting friends and family at home. He asked that out of respect, texting be disallowed.

Supervisor Buckley indicated that having a laptop may be beneficial because of the technology it provides.

Supervisor Nicholson pointed out that Roberts Rules of Order outline specific rules and proper procedures for disruptive situations, that there are ways to handle that through getting the Chair's attention.

Although Supervisor Robinson stated that he many times uses a laptop at meetings to look up ordinances, etc., he understands that disruption is annoying and should be eliminated.

Supervisor Zima pointed out that many times meetings are tedious and members lose their concentration. When people are using electronics, they are many times not listening to the discussion and repeat the same questions that have already been asked.

Positive Motion made by Supervisor VanderLeest, seconded by Supervisor Moynihan to remind supervisors to eliminate texting and any other distractions except for emergencies or meeting related purposes.

Supervisor Evans indicated he would not support this motion, although agreed that because some members are using electronics there is poor decorum and lengthy meetings. He questioned if the leadership is running meetings appropriately, or are instead allowing inappropriate behaviors. He does not feel that using technology is inappropriate but instead a way to find information necessary to be knowledgeable.

MOTION WITHDRAWN by SUPERVISOR VANDERLEEST

Motion made by Supervisor Moynihan, seconded by Supervisor Evans to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED.

III

14. **Communication from Supervisor LaViolette re: Identify county employees potentially affected by step increases so the Board can take appropriate actions. *Referred from May County Board.***

**Motion made by Supervisor Moynihan, seconded by Supervisor Fewell to hold for one month.
Vote taken. MOTION UNANIMOUSLY APPROVED.**

Legal Bills

15. **Review and Possible Action on Legal Bills to be paid.**

**Motion made by Supervisor Moynihan, seconded by Supervisor Evans to approve to pay the bills.
Vote taken. MOTION UNANIMOUSLY APPROVED.**

Reports

16. **County Executive Report**

Executive Streckenbach addressed the issue of filling vacant positions, pointing out a budget impact of \$1 million dollars and an increase in health insurance of approximately \$1.5 million in the next budget year. These costs do not include any compensation adjustments. He agreed the process of addressing vacancies should be reviewed internally before moving forward.

He announced that this evening Austin Straubel Airport will be receiving the first Atlanta flight. The goal of the community is to continue support so that this endeavor is economically viable for Delta and for future economic development in the area.

**Motion made by Supervisor Moynihan, seconded by Supervisor Evans to receive and place on file.
Vote taken. MOTION UNANIMOUSLY APPROVED.**

17. **Internal Auditor Report.**

- a) **Budget Status Financial Report for April 30, 2013.**

Motion made by Supervisor Buckley, seconded by Supervisor Moynihan to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED.

- b) **Discussion re: Bills over \$5,000.**

A draft report was distributed to the committee with the intent to better inform them with financial information. The content of the report will show what is generated from finance, information to ensure consistency, and then an incorporation of all information. He asked if the Board would like to see this type of reporting on a monthly basis, although it is generally payroll related and not vendor information.

Related to the process for committee members to sign bills, Supervisor Erickson asked if they are first reviewed by department heads and Mr. Miller replied yes. Supervisor Buckley noted that many times supervisors do not sign the bill book and they are rarely reviewed, many times they are already paid. He questioned if there is a better process. Miller noted that he and his staff review them from an accounting side and if questions are raised, they are addressed.

The consensus was that a monthly financial report would be an asset in order to keep track of finances and increase awareness.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to receive and place on file. MOTION UNANIMOUSLY APPROVED.

c) Anticipated Increase in 2014 Dues and Membership Fees (WCA & NACo).

Dan Process announced that the Wisconsin Counties Association has indicated there will be an increase in dues and membership fees in 2014.

Motion made by Supervisor Vander Leest, seconded by Supervisor Moynihan to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED.

Resolutions/ Ordinances

18. Resolution to Lease two acres of land at 1445 Bylsby Avenue to Greenwood Energy.

The County has owned a 12 acre parcel of property at 1455 Bylsby Avenue since 2007 with a total of 3.6 acres currently leased to Great Lakes Calcium. Greenwood Energy is interested in a short-term lease of 2 acres in the northwest corner of the property for storage of fuel pellets at a rate of \$1,000 monthly.

Motion made by Supervisor Erickson, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION UNANIMOUSLY APPROVED.

19. Resolution to Lease six acres of land at 3800 Heritage Road to Forward Vision Environmental.

The County owns 133 acres at 3800 Heritage Road in the City of DePere, with a total of 50 acres currently used as the Brown County East Landfill. Forward Vision Environmental is interested in a short-term lease of 6 acres in the northeast corner of the property for storage and recycling of residentially derived asphalt shingles at a rate of \$8,000/year for the first 4,000 tons and \$2/ton for every ton above and beyond 4,000 tons annually.

Motion made by Supervisor Erickson, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION UNANIMOUSLY APPROVED.

20. Resolution re: Change in Table of Organization Human Services – Community Programs Economic Support.

Jeremy Kral explained that the Affordable Care Act (ACA) has a direct impact on Economic Support administration resulting in additional workload enrolling eligible individuals in Medicaid and providing assistance to those eligible for insurance through the Federal Healthcare Exchange/ Marketplace. The US Department of Health & Human Services will provide funding for increased staffing needs to support the federally mandated services generated through the ACA.

Kral explained that Human Services-Community Programs currently has 42.24 FTE Economic Support Specialist positions with caseloads ranging from 840 to 1000 cases. To accommodate the anticipated increase in caseload due to ACA, Human Services recommends an additional 8.00 FTE Economic Support positions, and 2.0 FTE Lead Economic Support Specialist positions to implement the numerous changes and to assist in providing training and technical assistance. It is recommended and the Lead position be maintained in Pay Grade 15. Additional clerical support will also be needed during the initial enrollment, therefore, Human Services recommends a Clerk II – LTE (one year) to assist during implementation, training, and rush of initial enrollments.

Supervisor VanderLeest stated he would not support based on philosophy. Although the Affordable Care Act is coming from state dollars, there is a real cost to Obamacare. Kral clarified there are no levy dollars involved, that the program is budgeted through state and federal money.

III

Supervisor Buckley expressed concern that once the positions are filled, the program may get delayed and the County would have to lay off but still be responsible for unemployment. Kral indicated that timing is an issue and could change, although at this time people are scheduled to sign up by on October 1st.

Supervisors VanderLeest and Buckley pointed out their understanding that numerous attempts are being made to repeal the program and that there is a lot of controversy. Supervisor Lund and others, however, urged approval in order to carry out and maintain county government as the program is state and federally mandated. He noted that by the time it is necessary to move forward (September 1st) there should be confirmation from the state.

Motion made by Supervisor Evans, seconded by Supervisor Moynihan to approve. Vote taken.
Nays: VanderLeest, Buckley. MOTION CARRIED 5 – 2.

Other

- 21. Approval of Commendation Honoring 2012-2013 Notre Dame Girls Basketball Team for June County Board Meeting**

Motion made by Supervisor Evans, seconded by Supervisor Vander Leest to approve. Vote taken.
MOTION UNANIMOUSLY APPROVED.

- 22. Approval of Commendation Honoring 2012-2013 Pulaski Boys Basketball Team for June County Board Meeting**

Motion made by Supervisor Fewell, seconded by Supervisor Vander Leest to approve. Vote taken.
MOTION UNANIMOUSLY APPROVED.

- 23. Discussion and possible action regarding Chapter 4 personnel grievance procedure.**

Brent Miller explained the procedure required to hear personnel grievances, stating they can be anywhere from 2 to 5 hours or longer. Moynihan indicated he would schedule a special meeting to handle these cases. Miller highlighted the process to be used by other counties such as Calumet, Waupaca, Marathon, and Oneida. He indicated that the grievant has the right to be at the meeting. When asked his recommendation, Mr. Miller suggested that the committee first review the written decision, having the recording available for clarification.

Motion made by Supervisor Vander Leest, seconded by Supervisor Buckley to refer to Chapter 4 Grievance Procedure by directing the Department of Administration to draft a proposal that will allow for the grievance and written decision of the Hearing Officer to be reviewed with the audio recording also available. Vote taken. MOTION UNANIMOUSLY APPROVED

- 24. Such other matters as authorized by law - None**

- 25. Adjourn.**

Motion made by Supervisor Vander Leest, seconded by Supervisor Erickson to adjourn at 7:51 pm. Vote taken. MOTION UNANIMOUSLY APPROVED.

Respectfully submitted,

Therese Giannunzio
Recording Secretary

Rae G. Knippel
Transcription

III



Brown County LEAN Steering Committee Minutes of May 2, 2013 Meeting

Attendance: Cathy Williquette Lindsay, Dave Hjalquist , Jenny Hoffman, Troy Streckenbach, Lynn Vanden Langenberg, Brent Miller, Neil Anderson, and Judy Knudsen

Guests: Paula Burkhart, Chad Doverspike, Rama Zenz, Jim Jolly, Alicia Loehein, Cathy DeNiel, Jill Rowland, Beth Rodgers, Mel Kirchman, Jill Rowan, Diane LeBoeuf, Therese Giannuzio, and Dan Process

Regrets: Brad Hopp, Paul Van Noie

Minutes

A motion was made by Dave Hjalquist and seconded by Jenny Hoffman to approve the April 4, 2013 minutes. Motion carried.

Report Out's

County Board Office 6S – Paula Burkhart, Mel Kirchman, Alicia Loehein, Therese Giznnunzio, and Dan Process. Many files were duplicated and stored in the County Clerk's Office. This process provided an opportunity to look at files in each department with files being condensed when possible. Storage space became available in the County Board cage. Condense their files.

Land Conservation SWRM Cost Sharing – Rama Zenz, Jim Jolly, Chad Doverspike, and Beth Rodgers.– This LEAN event looked at the management of grants received by Land Conservation. Processes were not standardized, and storage of documents not consistent.

CTC Housekeeping/Storage Rooms 6S – Diane LeBoeuf, Cathy DeNiel and Jill Rowland. Organize and create visual inventory. Was not aware of inventory available and not all inventory was needed. Inventory is now visible.

Brown County's LEAN Journey

Waiting for project to be completed.

Human Service Project Update

Jenny Hoffman shared that there are upcoming events in May and June. A couple of projects need to be completed at CTC. Other 6S projects are scheduled at CTC.

Project Update

Museum has asked for an event. Need to discuss how to bring in new facilitators. NEW Zoo has employee interested in becoming a facilitator.

Newsletter Update

No update.

Meeting Room Inventory

List of rooms available for LEAN events has been created. Document will be shared with facilitators.

Other Matters

- Request from St. Croix County for a presentation to Department Heads on June 6th. June 6th would be a challenge but would be willing to do something via Skype or distance education.
- Truly Human Leadership Video from Brad Hopp – 22 minute video bridging business with LEAN. Brad invited Cathy Williquette Lindsay, Lynn Vanden Langenberg and Troy Streckenbach to an event at the company.

Next Meeting

The LEAN Steering Committee will meet on June 6, 2013 in the Veteran's Conference Room beginning at 9:30 a.m.

Respectfully Submitted

Judy Knudsen

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES MANAGER

July 8, 2013

Departments for position approval process at July Executive Committee:

Child Support – Clerk/Typist II
Vacated – 4/1/13

Child Support – Child Support Clerk
Vacated - 7/8/13

Circuit Court – Judicial Assistant
Vacated 7/2/13

Corporation Counsel – Assistant Corporation Counsel (Part-time)
Vacated - 7/15/13

District Attorney – Legal Assistant II
Vacated – 6/28/13

Health – Nurse Manager (Maternal Child Health)
Vacated – 7/12/13

Health – Office Manager II
Vacated - 8/1/13 (?)

Information Services – Programmer/Analyst II
Vacated – 5/28/13

CHILD SUPPORT

Brown County



305 E. WALNUT ST.
PO BOX 23600
GREEN BAY, WISCONSIN 54305-3600

June 5, 2013

TO: Troy Streckenbach, County Executive
Tom Smith, Senior Human Resources Analyst
Lynn VandenLangenberg, Interim HR Director
Brent Miller, Director of Administration

FROM: Maria Lasecki, Administrator
Brown County Child Support Agency

SUBJECT: Request to Fill – Child Support Clerk/Typist II

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description has been reviewed, adjustments have been made and it is now current. It has been submitted to HR for the purpose of documenting that it has recently been reviewed and approved.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Child support enforcement is a joint federal, state and local responsibility. The Clerk/Typist II, as a member of the support services unit, works in conjunction with a team of enforcement & paternity specialists, accounting technicians and clerical representatives to provide federally mandated child support enforcement services including: locating absent parents, establishing paternity/financial/medical support orders as well as establishing & enforcing court orders relevant to child support and medical support. This position is responsible for performing legal work to establish and enforce court orders (regarding financial, medical and other related matters) in accordance with federal regulations, state statute and administrative code.

As an overview to the mandatory services we perform, recipients of public assistance thru Human Services under TANF (Temporary Assistance to Needy Families or Medicaid) are automatically referred to the child support agency for services. If cash benefits are received, support owed to the family is assigned to the state as a condition of TANF. When child support is collected, it is used to reimburse the state and federal governments to offset welfare benefits paid to the family. The agency also collects parental contributions for foster care and kinship care placements.

Individuals who do not receive public assistance may apply for child support services from the division. In non-TANF cases, child support collections are forwarded to the custodial party. Other states also refer cases to the department for action when a non-custodial parent lives in Wisconsin.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Brown County Child Support Agency handles approximately 13,800 cases. (Brown County is one of Wisconsin's five largest agencies-and additional, unreimbursed services are also rendered to more than 5,000 NIVD cases). Unlike service provision in other areas-child support work requires the coordination of services to at least two or more participants within each case. This extrapolates out to over 37,600 individuals assisted not including their counsel, employers, health insurance providers and the many other entities involved in child support cases.

This position is responsible to provide support to enforcement staff, paternity staff, Child Support attorneys, the financial unit and the FCC. The person fulfilling the Clerk/Typist II role is responsible for creating and filing legal paperwork such as summons, affidavits, motions and orders for appearance as well as for securing process service when necessary. Above and beyond these duties, the position will be assisting the attorneys with clerical support services when in court given new chances to way in which hearings will be conducted beginning in July.

In addition to understanding and correctly interpreting the law, the Clerk/Typist II must understand the complexities and legalities of paternity establishment and child support enforcement as well as court procedures, terminology, mandated timeframes based on policy and the responsibility the department and staff have when handling matters of a confidential nature. This position requires strong analytical/problem solving skills, excellent communication skills (both orally and in writing), knowledge of the law and legal system and ability to effectively work with individuals of varying backgrounds, cultures, socio-economic status, educational levels and LEP capabilities. The Clerk/Typist II must also be capable of multitasking and be knowledgeable in the use of multiple computer systems.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This vacancy has afforded the opportunity for the department to continue to reassess service provision and departmental efficiencies. Many positive changes have been implemented including bringing our call center in-house. The continued success of our customer service plan, our enforcement effectiveness and the ability of our call center staff to continue their outreach efforts necessitates that we fill this position. The department has given a valiant attempt at trying to assume the Clerk/Typist II duties since 4/1/13, however due to changes in the way we will be proceeding at court it has become evident that not filling the position is less than prudent. The negative impact the vacancy has on our ability to maximize performance incentives and state/federal funding opportunities is tremendous. Current staff are challenged in keeping up with the workload they have now and simply can not continue to maintain the added responsibilities this vacancy has placed on them. In fact, it has lessened enforcement endeavors and paternity specialist efficiencies previously realized-which, subsequently, lessens our performance measurements and ultimately will reduce our funding for 2014 if don't fill the position.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient to cover the cost of this position being filled.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The impact of not filling the position (for any period of time) will have a negative effect on the department in many ways. Despite the fact that savings will be achieved while the position remains open, coverage for this area is being maintained by staff cross trained to perform duties in addition to their own full time positions (including the administrator). Funding for the Child Support Agency is based on performance measures which specifically include work performed by this position. It is

imperative that the salary savings not be viewed as sustainable-short of emergent situations-as coverage cannot be provided by other staff who: a) are not knowledgeable in the statutes that govern the work that we do and b) who have very specific performance measures to meet themselves in order to secure the maximum state and federal funding for the following fiscal year.

Budget Impact Calculation

Department: Child Support
Position: Clerk Typist II

Partial Budget Impact: 7/15/2013-12/31/13 23 weeks

Salary	\$ 14,033.10
Fringe Benefits	<u>\$ 9,253.52</u>
	\$ 23,286.62

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee Meeting

Annualized Budget Impact:

Salary	\$ 31,727.00
Fringe Benefits	<u>\$ 20,921.00</u>
	\$ 52,648.00

Note: this position is in the 2013 budget

Position vacated: 4/1/2013

Budgeted hourly wage rate: \$16.27

Total Number of FTEs Budget for this position title in budget:	2
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	2
Number of FTEs filled with this position vacant:	1
Percent of this position staffed:	50%

Analyst Recommendation: This position is essential to meet the needs of children needing the benefits of paid child support in the community. The Child Support Office is monitored by the State to report Federal Performance Measures which dictate incentive funding. Statutes require timely, accurate actions, and the 2nd position backs up the first. I recommend filling this critical position. Thomas Caldie

CHILD SUPPORT

Brown County



305 E. WALNUT ST.
PO BOX 23600
GREEN BAY, WISCONSIN 54305-3600

June 26, 2013

TO: Troy Streckenbach, County Executive
Tom Smith, Human Resources Analyst
Brent Miller, Director of Administration
Lynn VandenLangenberg, Interim Manager of HR

FROM: Maria Lasecki, Administrator
Brown County Child Support Agency

SUBJECT: Request to Fill – Child Support Clerk

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description has been reviewed, updated, and forwarded to HR.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Child Support enforcement is a joint federal, state and local responsibility. The Child Support Clerk, as a member of the support services unit, works in conjunction with a team of enforcement & paternity specialists, accounting technicians and clerical representatives to provide federally mandated child support enforcement services including: entering updated information into the KIDS system, assisting in the establishment of paternity as well as financial/medical support orders and establishing & enforcing court orders relevant to child support and medical support. This position is responsible for performing complex legal work in accordance with federal regulations, state statute and administrative code.

Ultimately, this position will be critical to the overall success of our internal Customer Service Call Center. The Child Support Clerk is one of 4 individuals responsible for answering all incoming phone calls and providing information to our participants as requested.

In general, individuals who receive public assistance thru Human Services under TANF (Temporary Assistance to Needy Families or Medicaid) are automatically referred to the child support agency for services. If cash benefits are received, support owed to the family is assigned to the state as a condition of TANF. When child support is collected, it is used to reimburse the state and federal governments to offset welfare benefits paid to the family. The agency also collects parental contributions for foster care and kinship care placements.

Individuals who do not receive public assistance may apply for child support services from the division. In non-TANF cases, child support collections are forwarded to the custodial party. Other states also refer cases to the department for action when a non-custodial parent lives in Wisconsin.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Brown County Child Support Agency provides services to well over 31,000 custodial and noncustodial parents for IVD Services. This does not include the 10,000 served as a mandate for Non-IVD Services. Statistically, Brown County, is one of Wisconsin's five largest agencies and staff pride themselves on performance in the five measurements assessed by the state and federal government. This position will primarily provide customer service and update entries for all child support related matters to well over 13,000 IVD cases, approximately 900 paternity cases and more than 5,000 non-IVD cases by answering incoming phone calls, providing information, and supporting the 14 enforcement workers and 3 paternity staff for the agency. In addition to interpreting policy and law, accurately entering data and maintaining strong analytical/problem solving skills the Child Support Clerk is also responsible for assisting the department with other clerical related support services. This position works closely with employers, co-workers and staff working under cooperative agreements and provides information and referral services to virtually anyone who has questions regarding the child support program.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This vacancy, as with all other vacancies, presents the opportunity for the department to reassess service provision and overall efficiencies. In response to participant concerns as well as recognized internal work flow inefficiencies, the department reorganized duties within positions and brought the previously outsourced call center back in-house as of 2013. The agency now provides its own call center services and has saved money as well as improved customer service in doing so. Should this position remain vacant, the aforementioned reorganization and consolidation of services will fail. Call volume alone necessitates the need to maintain 4 FTE's in the CS Clerk position.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient to cover the cost of this position being filled.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The impact of not filling the position is enormous. Despite the fact that savings will be achieved while the position remains open, coverage for this area is being maintained by other staff who have full time duties of their own. Child Support Agency funding is based on performance measures which will not be sustainable at our current rate if this position is not filled. While our agency numbers steadily are proving (going from 'Good to Great'), should this position not be filled immediately it will inherently disallow us the ability to secure the maximum state and federal funding for the following fiscal year.

Budget Impact Calculation

Department: Child Support
Position: Child Support Clerk

Partial Budget Impact: 7/15/2013-12/31/13 23 weeks

Salary	\$ 14,697.00
Fringe Benefits	<u>\$ 9,353.04</u>
	\$ 24,050.04

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee Meeting

Annualized Budget Impact:

Salary	\$ 33,228.00
Fringe Benefits	<u>\$ 21,146.00</u>
	\$ 54,374.00

Note: this position is in the 2013 budget

Position vacated: 7/8/2013

Budgeted hourly wage rate: \$17.04

Total Number of FTEs Budget for this position title in budget:	4
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	4
Number of FTEs filled with this position vacant:	3
Percent of this position staffed:	75%

Analyst Recommendation: This position is essential to meet the needs of children requiring the benefits of paid child support in the community. The Child Support Office is monitored by the State to report Federal Performance Measures which dictate incentive funding. Statutes require timely, accurate actions, and the this position provides vital support. I recommend filling this position. Thomas Caldie

WILLIAM M. ATKINSON
Presiding Judge



CHERYL BEEKMAN
Office Manager
(920) 448-4146

CIRCUIT COURT BRANCH VIII

BROWN COUNTY COURTHOUSE
100 S. JEFFERSON STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

TO: Troy Streckenbach, County Executive
Lynn VandenLangenberg, Interim Human Resources Manager
Brent Miller, Director of Administration

FROM: Cheryl Beekman, Office Manager

A handwritten signature in dark ink, appearing to be 'CB' or similar initials, enclosed within a circular stamp.

DATE: June 13, 2013

SUBJECT: Request to Fill – Judicial Assistant

1. Is the position description current or does it require updates?

Position description is current; however, is being reviewed based on 2013 Comprehensive Wage Study.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

All services are mandatory and essential. This position is necessary to provide support to the Circuit Court Judges. The Circuit Courts' services are mandated by State Statutes, Federal Code and both State and Federal Constitutions.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Judicial Assistant provides integral support for the function of the court system. Job performance measures include work production, timeliness of output and satisfaction of the judge, attorneys and the public whom they serve.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The duties of the judicial assistant position require a full-time employee, and the duties cannot be absorbed by other staff. The volume of cases in each circuit court branch requires an individual employee.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Sufficient funds are available to fill the position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

In order to maintain the current level of service, the position must be filled.

Budget Impact Calculation

Department: Court System
Position: Judicial Assistant

Partial Budget Impact: 7/15/2013-12/31/13 23 weeks

Salary \$ 19,651.29

Fringe Benefits \$ 10,093.46

\$ 29,744.75

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee Meeting

Annualized Budget Impact:

Salary \$ 44,429.00

Fringe Benefits \$ 22,820.00

\$ 67,249.00

Note: this position is in the 2013 budget

Position vacated: 7/2/2013

Budgeted hourly wage rate: \$21.36

Total Number of FTEs Budget for this position title in budget: 9

Number of FTEs Unfunded for this position in budget: 0

Total Number of FTEs Available to be filled for this title in budget: 9

Number of FTEs filled with this position vacant: 8

Percent of this position staffed: 89%

Analyst Recommendation: This position is essential to the efficient branch operations of the circuit court. I recommend approval. Thomas Caldie

Contact Party	Name	Number
	Cheryl Beekman	4146

CORPORATION COUNSEL OFFICE

Brown County

305 E. Walnut Street, Suite 680
P.O. Box 23600
Green Bay, WI 54305-3600

Juliana M. Ruenzel
Corporation Counsel

PHONE (920) 448-4006
FAX (920) 448-4003
ruenzel_jm@co.brown.wi.us

June 20, 2013

TO: County Executive
Human Resources Manager
Director of Administration

FROM: Juliana M. Ruenzel, Corporation Counsel
Corporation Counsel Department

SUBJECT: Request to Fill half time Child Support Assistant Corporation Counsel Position

1. Is the position description current or does it require updates?

I have reviewed the position description and sent all changes to the Human Resources Department.

2. Are the duties of the position related to an essential mandatory service? If yes, explain.

The County is required to provide attorneys for child support enforcement pursuant to Wis. Stat. §59.53 (6). Under the same section, those attorneys are responsible for child support enforcement and the establishment of paternity. Currently, there are two full-time and one half-time attorney positions in Child Support. This Child Support Assistant Corporation Counsel Position opened up when one of the Assistant Corporation Counsel Child Support attorneys moved up into the Lead attorney position due to a vacancy.

In additions to the State mandate for these positions, the County has thousands of residents that are dependent on the agency and the legal work of the attorneys for the agency to enforce child support.

3. Describe job performance measurement for this position.

The caseload for the child support attorneys is constant and never ending. Job performance measurement is based on successfully following the State Statutory Guidelines, which at times allows for deviation, and obtaining child support orders, medical insurance orders when applicable and other criteria as determined on case by

case bases.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations.

A vacancy will present problems, not opportunities. Currently the child support attorneys are extremely busy and there is a danger of getting back logged with a vacancy. The Child Support attorneys need to have an in depth and detailed understanding of all facets of child support enforcement, and they must interact with the child support specialists on a daily basis. Outsourcing this service would not be practical or efficient.

6. Are budgeted funds sufficient to cover the cost of filling the position?

There are budgeted funds sufficient to cover the cost of filling this position as a half time position. Notably, the requirement the County provides child support enforcement attorneys is a rare "funded" mandate. Sixty-six percent of the salary and fringe benefits cost for this position is reimbursed through the state by the federal government. The county pays the difference, or thirty-four percent. The child support agency budgets for the county's contribution to salary and benefits, and has done so for the half time position.

7. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The primary impact will be a growing backlog of child support matters for court. For example, the current waiting time to bring a child support matter to court might be 30 days. With a backlog, the delay could extend out to 60-90 days or longer. Delays complicate matters and frustrate the public serviced by the agency. There are many other undesirable consequences of long delays including decreased child support collection, and increased reliance on economic support programs for the impoverished.

Budget Impact Calculation

Department: Corporation Counsel
Position: Assistant Corporation Counsel (Part-time Child Support)

Partial Budget Impact: 07/15/2013-12/31/13 23 weeks

Salary \$ 14,752.29

Fringe Benefits \$ 9,361.00

\$ 24,113.29

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee Meeting

Annualized Budget Impact:

Salary \$ 33,353.00

Fringe Benefits \$ 21,164.00

\$ 54,517.00

Note: this position is in the 2013 budget

Position vacated: 7/15/2013

Budgeted hourly wage rate: \$32.07

Total Number of FTEs Budget for this position title in budget: 1.5

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 1.5

Number of FTEs filled with this position vacant: 1

Percent of this position staffed: 67%

Analyst Recommendation: Brown County is statutorily and contractually required to provide attorneys for the Child Support Office. Grant funding pays for 66% of attorneys in this office. I recommend approval.
Thomas Caldie

Contact Party	Name	Number
	Cheryl Beekman	4146

OFFICE OF THE DISTRICT ATTORNEY

Brown County

300 E. WALNUT STREET, P.O. BOX 23600
GREEN BAY, WI 54305-3600
PHONE (920) 448-4190, FAX (920) 448-4189

DAVID L. LASEE
DISTRICT ATTORNEY

DEPUTY DISTRICT ATTORNEYS
Lawrence J. Lasee
Dana J. Johnson

VICTIM WITNESS COORDINATOR

Karen H. Dorau
(920) 448-4194

ASSISTANT DISTRICT ATTORNEYS

Mary M. Kerrigan-Mares
Wendy W. Lemkuil
Amy R.G. Pautzke
John F. Luetscher
Kevin C. Greene
Eric R. Enli
Thomas J. Coaty
Beau G. Liegeois
Kate R. Zuidmulder
Sarah E. Belair
Cynthia L. Vopal

June 17, 2013

TO: Troy Streckenbach, County Executive
Brent Miller, Director of Administration
Lynn Vandenlangenberg, Human Resources Manager

FROM: David L. Lasee, Department Head

SUBJECT: Request to Fill – Legal Assistant II

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.)

This position description has been updated by the District Attorney's Office through the wage comparability study.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, the duties are essential. This position maintains and manages their assigned attorney's caseload to ensure compliance with statutory and court guidelines. Drafting and preparation of various routine and non-routine legal documents in order to facilitate criminal prosecution.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

This position requires daily tasks and completion of legal documents to meet statutory and court deadlines.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The variety of job duties are streamlined as much as possible, this position is critical to maintaining and managing cases for attorneys to facilitate criminal prosecution.

6

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The responsibilities of this position would fall on existing full-time staff which would be less cost effective.

Budget Impact Calculation

Department: District Attorney
Position: Legal Assistant II

Partial Budget Impact: 7/15/2013-12/31/13 23 weeks

Salary	\$ 16,059.75
Fringe Benefits	<u>\$ 9,556.94</u>
	\$ 25,616.69

Note: Estimated date of hire for partial year calculation is for the Monday following Executive Committee Meeting

Annualized Budget Impact:

Salary	\$ 36,309.00
Fringe Benefits	<u>\$ 21,607.00</u>
	\$ 57,916.00

Note: this position is in the 2013 budget

Position vacated: 6/28/2013

Budgeted hourly wage rate: \$18.62

Total Number of FTEs Budget for this position title in budget:	10
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	10
Number of FTEs filled with this position vacant:	9
Percent of this position staffed:	90%

Analyst Recommendation: This position performs, complex, confidential, legal secretarial and clerical work of a non-routine nature for the Brown County District Attorney, Deputy District Attorneys and Assistant District Attorneys. This position works collaboratively with attorneys to meet statutory guidelines to prosecution of criminal cases. I recommend approval. Thomas Caldie

Contact: David L. Lasee 448-6314

6

HEALTH DEPARTMENT

610 S BROADWAY STREET
P. O. BOX 23600
GREEN BAY WISCONSIN 54305-3600
PHONE (920) 448-6400 FAX (920)448-6449
www.co.brown.wi.us/health

JUDY FRIEDERICHS, R.N., B.S.N.

DIRECTOR

June 21,2013

TO: Troy Streckenbach, County Executive
Debbie Klarkowski, Human Resources Manager
Director of Administration

FROM: Judy Friederichs
Director
Brown County Health Department

SUBJECT: Request to Fill: Nurse Manager, Health Department

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.)

Minor updates are being suggested.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Immunization clinics, general maternal and child health programs, childhood lead hazard programs in particular meet statutory public health mandates. Many other programs supervised by this position provide vital services in the community such as assuring safe car seats for children (including provision of low-cost seats to low-income individuals and proper seat installation), providing nursing home visit follow-up to high risk infants/ families (including children with special health care needs), school-age parent visits, and hearing and vision screening programs. Some of these programs receive partial or complete grant funding for the services.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
Manages grant programs with an overall combined budget of approximately \$180,064. Programs managed/staff supervised provide 7,369 flu/ recommended routine immunizations, 34 lead follow-ups, 1,332 visits to high-risk families, 858 childhood car seat safety checks/installations, 20,034 hearing and vision screens, and 51 classes to School Age parents. The position supervises the performance of 8 nursing division staff including nurses, health aide, health educator, bilingual health aide.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

Do not feel there are efficiencies due to need to protect the agency's liability by assuring that p/p are maintained for the various programs and are consistent w/ state and federal guidelines, legally required documentation is completed, and HIPPA requirements are being met, etc.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The longer the position is left vacant, the more at risk the levy-funded and grant programs would be in terms of meeting program guidelines, codes, and documentation. Manager assures that the grant expenditures are consistent with grant requirements and best practices. There are frequent changes in the immunization program due to the many changes in available vaccines, storage and administration etc.. The other nurse manager who supervises the communicable disease program and adult health programs is not able to take over the programs as she is very busy with management of programs for TB control, HIV partner notification, Perinatal Hepatitis B, STD follow-up, Well Women Services (cervical and breast cancer screening and chronic disease follow-up), and Refugee Screenings/services. Additionally, the nursing division has a fairly new activity and client data base software that requires extra maintenance yet.

Budget Impact Calculation

Department: Health
Position: Nurse Manager (Maternal Child Health)

Partial Budget Impact: 7/15/2013-12/31/13 23 weeks

Salary	\$ 27,719.42
Fringe Benefits	<u>\$ 11,297.87</u>
	\$ 39,017.29

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee Meeting, July 15th, 2013

Annualized Budget Impact:

Salary	\$ 62,670.00
Fringe Benefits	<u>\$ 25,543.00</u>
	\$ 88,213.00

Note: this position is in the 2013 budget

Position vacated: 7/12/2013

Budgeted hourly wage rate: \$30.13

Total Number of FTEs Budget for this position title in budget:	2
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	2
Number of FTEs filled with this position vacant:	1
Percent of this position staffed:	50%

Analyst Recommendation: This position manages seven Maternal Child Health Programs such as immunization clinics and services to children with special health care needs. It assures that immunization clinics and other programs meet statutes, codes, grant, audit, and best practice requirements. I recommend approval. Thomas Caldie

Contact: Judy Frederichs 448-6404

HEALTH DEPARTMENT

610 S BROADWAY STREET

P. O. BOX 23600

GREEN BAY WISCONSIN 54305-3600

PHONE (920) 448-6400 FAX (920)448-6449

www.co.brown.wi.us/health

6-24-13

JUDY FRIEDERICHS, R.N., B.S.N.

DIRECTOR

TO: County Executive
Human Resources Manager
Director of Administration

FROM: Judy Friederichs, Director/Health Officer
Health

SUBJECT: Request to Fill – Office Manager II

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.)

Recently updated as part of wage comparison study.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Duties support (as described in overall duties) all the mandated/essential services.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Oversees accounting process, budget preparation and monitoring for a 3.5 million \$ budget. Prepares reimbursement forms for \$562,000 worth of grant expenditures. Prepares annual licensing program cost determination to set fee rates for the program based on history of expenses; this revenue meets the board expectations of 100% fee funding for licensing inspections, totaling over \$700,000.revenue. Directly supervises 3 staff. Maintains personnel records/payroll notification for ~38 FTE employees.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

It would not be possible to streamline this position further; it is management staff's view that this position needs assistance, possibly by hiring an additional position thru grant funding to help with the grant reimbursements/ expense tracking possibly for the 2014 budget.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

It would be difficult to maintain necessary administrative organization and day by day financial management/reimbursement functions. More highly paid staff would be trying to develop skills for which they are not adequately trained and not complete other important management functions within their expertise.

Budget Impact Calculation

Department: Health
Position: Office Manager II

Partial Budget Impact: 8/5/2013-12/31/13 21 weeks

Salary	\$ 17,547.52
Fringe Benefits	<u>\$ 9,156.00</u>
	\$ 26,703.52

Note: Estimated date of hire for partial year calculation is for Monday, August 5th.

Annualized Budget Impact:

Salary	\$ 43,451.00
Fringe Benefits	<u>\$ 22,672.00</u>
	\$ 66,123.00

Note: this position is in the 2013 budget

Position vacated: 8/5/2013 Estimated contingent upon sale of home.

Budgeted hourly wage rate: \$20.89

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: This position involves preparation and technical oversight of the budget, grant expenditures, tracking/reimbursement and oversees accounting and purchasing functions. It supervises 3 administrative support staff, and acts as confidential secretary for the Director and recording secretary for the Board of Health. Serves as liaison to all other county departments. I recommend approval.
Thomas Caldie

Contact: Judy Frederichs 448-6404

8

INFORMATION SERVICES DEPARTMENT

Brown County

111 N. JEFFERSON STREET, SECOND FLOOR
P.O. BOX 23600
GREEN BAY, WI 54305-3600

DAVID HJALMQUIST

DIRECTOR

PHONE: (920) 448-4025 FAX: (920) 448-6266 WEB: www.co.brown.wi.us

June 5, 2013

TO: County Executive
Human Resources Manager
Director of Administration

FROM: Dave Hjalmsquist,
Director Information Services

SUBJECT: Request to Fill – Programmer/Analyst II

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

In very many cases, support and maintenance for the Human Services department are related to mandated programs and/or changes to same

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Performance is measured by completion vs. estimate. Meetings are conducted weekly to evaluate progress and discuss assignments.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

Implementation of the Electronic Medical Records system at the CTC will improve how patient information is processed and stored. This will result in streamlined workflows and reduced paperwork.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

The funds for this position are in the IS budget.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

There will be no one to support the large application/s out at the CTC. After full implementation, this position may be able to pick up work being requested by the Community Programs division of Human Services.

Budget Impact Calculation

Department: Information Services
Position: Programmer/Analyst II

Partial Budget Impact: 7/15/2013-12/31/13 23 weeks

Salary \$ 26,818.00

Fringe Benefits \$ 11,162.52

\$ 37,980.52

Note: Estimated date of hire for partial year calculation is for the Monday following Executive Committee Meeting

Annualized Budget Impact:

Salary \$ 60,632.00

Fringe Benefits \$ 25,237.00

\$ 85,869.00

Note: this position is in the 2013 budget

Position vacated: 6/28/2013

Budgeted hourly wage rate: \$29.15

Total Number of FTEs Budget for this position title in budget: 6

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 6

Number of FTEs filled with this position vacant: 5

Percent of this position staffed: 83%

Analyst Recommendation: This position is vital to the completion of the EMR Project at CTC and to provide technology systems support to the Human Services Department. I recommend approval. Thomas Caldie

Contact: Laura Workman 4031

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date:

5-15-13

Agenda No.:

Motion from the Floor

I make the following motion:

Identify county employees potentially
affected by step increases that will in
place so ^{the Board} can ~~help~~ ^{act} for the
~~situation~~ take appropriate action.

Signed:

Pat LaViolette

District No.

14

(Please deliver to County Clerk after motion is made for recording into minutes.)

In support of our school districts and out of respect for our entire great community, all of the people we represent, I propose passage of a resolution stating zero tolerance for bullying throughout Brown County government.

Submitted by:

Pat LaViolette, Supervisor

District 14

June 19, 2013



**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

To: Ex Comm
Meeting Date: Ex Comm

Agenda No. : Look At For 2014 Budget.

Motion from the Floor

I make the following motion: HAVE THE COUNTY LOOK
INTO THE IDEA OF HAVING OUR OWN
CLINIC FOR OUR EMPLOYEES ON THE
COUNTY MEDICAL INSURANCE.

THE GREEN BAY SCHOOL DISTRICT WOULD
SUCH A CLINIC AT THE DISTRICT OFFICE
AND WOULD BE THE FIRST PLACE TO LOOK AS
WE EXPLORE THIS IDEA.

Signed: Bernie Erickson
District No.: # 7

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

**ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE
FOR JULY 8, 2013 MEETING**

LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
ATTY. DEBRA R. MANCOSKE	61813	6/18/2013	\$ 715.00	Hearing Examiner fee - Child abuse Substantiation Hearing
MICHAEL, BEST & FRIEDRICH LLP	1245693	6/18/2013	\$ 130.82	Fox River Cleanup - Insurance
	1245694	6/18/2013	\$ 2,478.00	API & NCR v. Geo. A. Whiting, et al
Phillips Borowski, S.C.	4815	6/17/2013	\$ 110.00	Professional Services
CONWAY, OLEJNICZAK & JERRY, S.C.	671310-033M	5/31/2013	\$ 989.93	Revolving Loan Fund Committee vs. Raven Mfg., LLC & Lynn Hesson
DAVIS & KUELTHAU	364638	6/11/2013	\$ 147.00	Brown County/SC Grand
TOTAL =			\$ 4,570.75	

100.016.001, 5716

Attorney Debra R. Mancoske
122 S. Washington Street
Green Bay, WI 54301

Statement

DATE

6/18/2013

BILL TO

Attorney Rob Collins
Brown County Corporation Counsel
305 E Walnut Street
Green Bay, WI 54305
re: Jennifer Ludke

RECEIVED BY

JUN 21 2013

Brown County
Corporation Counsel

			AMOUNT DUE		AMOUNT ENC.	
			\$715.00			
DATE	DESCRIPTION	HOURS	RATE	AMOUNT	BALANCE	
03/31/2013	Balance forward				0.00	
04/05/2013	Telecon with Attorney Rob Collins	0.1	110.00	11.00	11.00	
04/15/2013	Review Discovery	2.5	110.00	275.00	286.00	
04/16/2013	View Video	0.2	110.00	22.00	308.00	
04/18/2013	Attend Hearing	1.3	110.00	143.00	451.00	
04/18/2013	Review E-mail	0.1	110.00	11.00	462.00	
05/07/2013	Review Documents	1	110.00	110.00	572.00	
05/07/2013	Draft Decision	1	110.00	110.00	682.00	
05/10/2013	Edit Decision	0.2	110.00	22.00	704.00	
05/10/2013	Letter to Parties	0.1	110.00	11.00	715.00	
CURRENT		1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	AMOUNT DUE
715.00		0.00	0.00	0.00	0.00	\$715.00

Any payments from trust account will be withdrawn five (5) days from invoice date.

13

IN ACCOUNT WITH

MICHAEL BEST

3 FRIEDRICH LLP

CONFIDENTIAL

One South Pinckney Street
P.O. Box 1806
Madison, Wisconsin 53701-1806
FAX 608.283.2275
Telephone 608.257.3501

Michaelbest.com

Juliana Ruenzel, Corporation Counsel
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Client: 018236

June 18, 2013
Invoice No. 1245693

EIN 39-0934985

Due Upon Presentation
Return Upper Portion with Payment

Invoice No. 1245693
For Professional services rendered through May 31, 2013, as follows:

Matter: 018236-0042 Fox River Cleanup - Insurance

5/9/13	R Exum	Process invoice; update defense invoice tracking chart; prepare letter to insurers tendering invoice for reimbursement.	0.40	\$74.00
5/23/13	R Exum	Process Wausau payment; update defense payment tracking chart; prepare letter to client enclosing payment and current chart.	0.30	\$55.50

Total Hours 0.70

Total Services \$129.50

Disbursements:

Postage 1.32

Disbursements Total \$1.32

Total This Matter **\$130.82**

Balance from previous statement \$259.00

Payments received (74.00)

Current Balance \$315.82

IN ACCOUNT WITH

MICHAEL BEST

S E N D R I C H L L P

One South Pinckney Street
P. O. Box 1800
Madison, Wisconsin 53701-1800
FAX 608.283.2275
Telephone 608.257.3501

Michaelbest.com

Client: 018236

Page 2

June 18, 2013
Invoice No. 1245693

Matter: 018236-0042 Fox River Cleanup - Insurance

ATTORNEY BREAKDOWN

Attorney	Title	Hours Worked	Billed Per Hour	Bill Amount
R Exum	Paralegal	.70	\$185.00	\$129.50
Totals				129.50

IN ACCOUNT WITH

MICHAEL BEST

& FRIEDRICH LLP

CONFIDENTIAL

One South Pinckney Street
P.O. Box 1806
Madison, Wisconsin 53701-1806
FAX 608.283.2275
Telephone 608.257.3501

Michaelbest.com

Juliana Ruenzel, Corporation Counsel
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Client: 018236

June 18, 2013
Invoice No. 1245694

EIN 39-0934985

Due Upon Presentation
Return Upper Portion with Payment

Invoice No. 1245694

For Professional services rendered through May 31, 2013, as follows:

Matter: 018236-0044 API and NCR v. George A. Whiting, et al.

5/9/13	I Pitz	Review recent pleadings, memorandum regarding settlement and consent judgment.	2.80	\$1,176.00
5/13/13	I Pitz	Review filings regarding consent decree.	0.80	\$336.00
5/31/13	I Pitz	Read memoranda in support of consent decree.	2.30	\$966.00

Total Hours 5.90

Total Services \$2,478.00

Total This Matter**\$2,478.00**

Balance from previous statement \$4,410.00

Payments received (2,436.00)

Current Balance \$4,452.00

13

IN ACCOUNT WITH

MICHAEL BEST

A FIRM OF MICHAEL BEST

One South Pinckney Street
P O Box 1806
Madison, Wisconsin 53701-1806
FAX 608.283.2275
Telephone 608.257.3501

Michaelbest.com

Client: 018236

Page 2

June 18, 2013

Invoice No. 1245694

Matter: 018236-0044 API and NCR v. George A. Whiting, et al.

ATTORNEY BREAKDOWN

Attorney	Title	Hours Worked	Billed Per Hour	Bill Amount
I Pitz	Partner	5.90	\$420.00	\$2,478.00
Totals				2,478.00

13

Invoice submitted to:

Brown County
 305 E. Walnut St.
 Room 120
 Green Bay, WI 54301

June 17, 2013

Invoice #4815

RECEIVED BY
 JUN 21 2013
 Brown County
 Corporation Counsel

In Reference To: Brown County

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
5/2/2013 PCH	Telephone conference with Brent Miller regarding prohibited practice complaint.	0.50 150.00/hr	75.00
5/31/2013 ATP	Conference call with Mr. Miller and Attorney Hooker regarding grievance procedure.	0.20 175.00/hr	35.00
For professional services rendered		0.70	\$110.00

Total =

Timekeeper Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Andrew T. Phillips	0.20	175.00	\$35.00
Patrick C. Henneger	0.50	150.00	\$75.00

STATEMENT
Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C.
P.O. Box 23200
Green Bay, WI 54305-3200
PHONE 920-437-0476
FAX 920-437-2868

Ch. Lamine
5/11/13

CHUCK LAMINE
BROWN COUNTY ECONOMIC DEVELOPMENT
305 E. WALNUT STREET, 5TH FLOOR
P O BOX 23600
GREEN BAY WI 54305-3600

Page: 1
05/31/2013
ACCOUNT NO: 671310-033M
STATEMENT NO: 1

PLEASE RETURN THIS PORTION WITH PAYMENT

REVOLVING LOAN FUND COMMITTEE vs. RAVEN
MANUFACTURING, LLC and LYNN A. HESSON

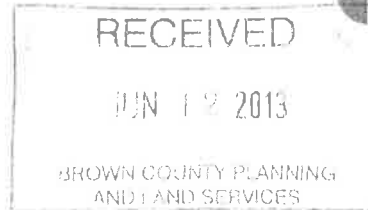
		HOURS	
05/07/2013	MMM		
	CONFERENCE WITH CHUCK LAMINE AND KRISTIN HOOKER TO REVIEW JUDGMENT AGAINST RAVEN MANUFACTURING, LLC AND COLLECTION ACTION.	0.70	
05/15/2013	MMM		
	PREPARE ASSET SEARCH; E-MAIL TO CLIENT WITH REVIEW OF ASSET SEARCH RESULTS; PREPARE COMPLAINT FOR MONEY JUDGMENT AGAINST LYNN HESSON.	1.50	
	FOR CURRENT SERVICES RENDERED	2.20	550.00
	COMPUTER AND LINE CHARGES FOR COMPUTERIZED LEGAL RESEARCH		99.43
	TOTAL EXPENSES THRU 05/31/2013		99.43
05/14/2013	BROWN COUNTY CLERK OF COURTS - SUMMONS & COMPLAINT FILING FEE		265.50
05/31/2013	PATRICK L. ZELZER & ASSOCIATES - SERVICE FEE		75.00
			340.50
	TOTAL ADVANCES THRU 05/31/2013		340.50
	TOTAL CURRENT WORK		989.93
	BALANCE DUE		\$989.93



BALANCE DUE ON RECEIPT OF THIS STATEMENT.
ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE.
Law firm of **CONWAY, OLEJNICZAK & JERRY, S.C.**
FED I.D. # 39-1254187

13

OK
Chuck Lamine
6/12/13



DAVIS KUELTHAU
attorneys at law

111 East Kilbourn, Suite 1400
Milwaukee, WI 53202-6613
414-276-0200

BROWN COUNTY
ATTN: CHUCK LAMINE, DIRECTOR OF PLANNING
305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

June 11, 2013
Invoice 364638
Page 1

For Services Through May 31, 2013

Our Matter # 18852.97141
BROWN COUNTY/SC GRAND

5/1/13	Email from Rick Van Den Heuvel sending signed settlement agreement; Email to Chuck Lamine regarding same; receive fully executed settlement agreement; Email to Terry Gerbers regarding same.	0.20 hrs.	\$	42.00
5/16/13	Emails from and to Terry Gerbers regarding wire instructions.	0.10 hrs.	\$	21.00
5/20/13	Email to Chuck Lamine regarding status of payment; email to Terry Gerbers regarding same; email from Terry Gerbers regarding same; confirm receipt of wire and ability to disburse forthwith; telephone conference with Chuck Lamine regarding same.	0.30 hrs.	\$	63.00
5/22/13	Letter to Chuck Lamine sending settlement check and closing file.	0.10 hrs.	\$	21.00
Total Fees for Professional Services.....			\$	147.00

Totals for This Matter

Balance Due as of Previous Invoice Dated May 29, 2013.....	\$1,189.50
MATTER BALANCE BROUGHT FORWARD	\$1,189.50

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS



111 East Kilbourn, Suite 1400
Milwaukee, WI 53202-6613
414-276-0200

BROWN COUNTY
ATTN: CHUCK LAMINE, DIRECTOR OF PLANNING
305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

June 11, 2013
Invoice 364638
Page 2

Total Current Billing for this Matter - Services Through May 31, 2013.....	\$147.00
--	----------

TOTAL BALANCE DUE:	<u><u>\$1,336.50</u></u>
--------------------------	--------------------------

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS

13

111 East Kilbourn, Suite 1400
Milwaukee, WI 53202-6613
414-276-0200

BROWN COUNTY
ATTN: CHUCK LAMINE, DIRECTOR OF PLANNING
305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

June 11, 2013
Invoice 364638
Page 3

MATTER BILLING HISTORY AND ACCOUNTS RECEIVABLE AS OF 6/11/2013

CLIENT: 18852 BROWN COUNTY
MATTER: 18852.97141 BROWN COUNTY/SC GRAND

BILLING HISTORY

Last Bill Date	5/29/13
Last Bill-Thru Date	4/30/13
Last Bill Amount	1,189.50
Last Payment Date	5/28/13
Last Payment Amount	536.45

ACCOUNTS RECEIVABLE

0-30 Days	1,189.50
Over 30 Days	0.00
Over 60 Days	0.00
Over 90 Days.....	0.00
Over 120 Days	0.00
TOTAL A/R.....	1,189.50

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS

111 East Kilbourn, Suite 1400
Milwaukee, WI 53202-6613
414-276-0200

BROWN COUNTY
ATTN: CHUCK LAMINE, DIRECTOR OF PLANNING
305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

June 11, 2013
Invoice 364638
Page 4

INVOICE SUMMARY

Our Matter # 18852.97141
BROWN COUNTY/SC GRAND

Total Services:	\$147.00
TOTAL SERVICES AND DISBURSEMENTS:	<u>\$147.00</u>
TOTAL BALANCE FORWARD:	\$1,189.50
TOTAL BALANCE DUE:	<u><u>\$1,336.50</u></u>

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS

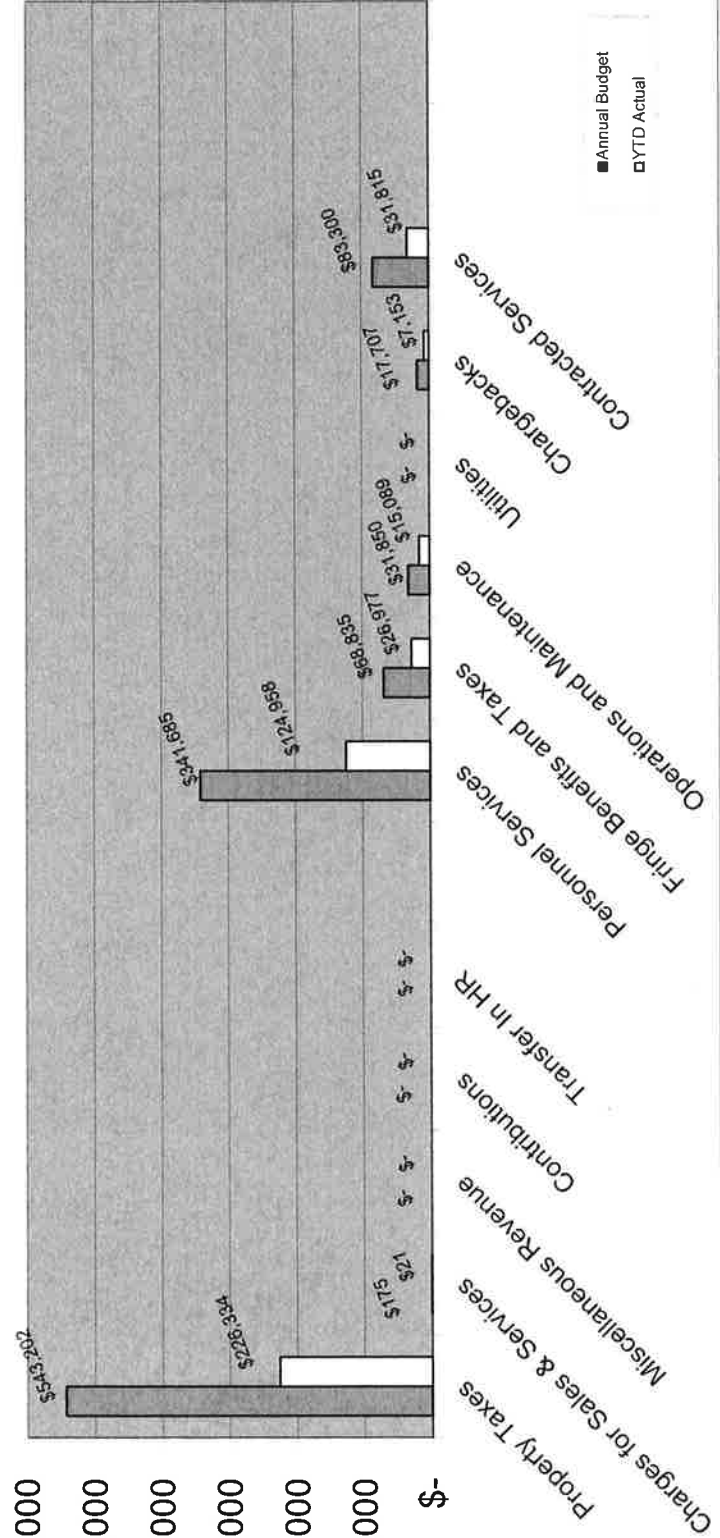
13

	Annual Budget	YTD Actual
Property Taxes	\$ 543,202	\$ 226,334
Charges for Sales & Services	\$ 175	\$ 21
Miscellaneous Revenue	\$ -	\$ -
Contributions	\$ -	\$ -
Transfer In HR	\$ -	\$ -
Personnel Services	\$ 341,685	\$ 124,958 (1)
Fringe Benefits and Taxes	\$ 68,835	\$ 26,977 (2)
Operations and Maintenance	\$ 31,850	\$ 15,089 (3)
Utilities	\$ -	\$ -
Chargebacks	\$ 17,707	\$ 7,153 (4)
Contracted Services	\$ 83,300	\$ 31,815 (5)

Highlights:

- (1) - 37% of the Personnel Services budget has been utilized year-to-date.
- (2) - 39% of the Fringe Benefits and Taxes budget has been utilized year-to-date.
- (3) - 47% of the Operations and Maintenance budget has been utilized year-to-date. This is mainly attributed to \$4,587 paid to NACo (membership fees) and \$7,775 applied to WCA (membership fees). (Note: \$18,658 was paid to WCA, however, this amount is being amortized over 12 months or approximately \$1,555 per month.)
- (4) - 40% of the Chargeback budget has been utilized year-to-date.
- (5) - 38% of the Contracted Services budget has been utilized year-to-date. This is mainly attributed to \$31,000 paid to the external auditors for 2012 audit fees.

Board of Supervisors - May 31, 2013





Budget by Account Classification Report

Through 05/31/13
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF									
REVENUE									
Property taxes	543,202.00	.00	543,202.00	45,266.83	.00	226,334.15	316,867.85	42	584,081.04
Charges for sales and services	175.00	.00	175.00	.00	.00	20.79	154.21	12	377.05
Miscellaneous revenue	.00	.00	.00	.00	.00	.00	.00	+++	15.00
Contributions	.00	.00	.00	.00	.00	.00	.00	+++	.00
Transfer in	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$543,377.00	\$0.00	\$543,377.00	\$45,266.83	\$0.00	\$226,354.94	\$317,022.06	42%	\$584,473.09
EXPENSE									
Personnel services	341,685.00	.00	341,685.00	26,362.93	.00	124,957.96	216,727.04	37	315,692.33
Fringe benefits and taxes	68,835.00	.00	68,835.00	4,289.48	.00	26,976.68	41,858.32	39	81,264.88
Operations and maintenance	31,850.00	.00	31,850.00	2,330.36	.00	15,088.94	16,761.06	47	31,567.51
Utilities	.00	.00	.00	.00	.00	.00	.00	+++	.00
Chargebacks	17,707.00	.00	17,707.00	1,482.33	.00	7,152.67	10,554.33	40	15,142.65
Contracted services	83,300.00	.00	83,300.00	3,810.00	44,100.00	31,815.00	7,385.00	91	89,155.00
EXPENSE TOTALS	\$543,377.00	\$0.00	\$543,377.00	\$38,275.10	\$44,100.00	\$205,991.25	\$293,285.75	46%	\$532,822.37
Fund 100 - GF Totals	\$543,377.00	.00	543,377.00	45,266.83	.00	226,354.94	317,022.06	42	584,473.09
REVENUE TOTALS	543,377.00	.00	543,377.00	38,275.10	44,100.00	205,991.25	293,285.75	46	532,822.37
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$6,991.73	(\$44,100.00)	\$20,363.69	\$23,736.31		\$51,650.72
Grand Totals									
REVENUE TOTALS	543,377.00	.00	543,377.00	45,266.83	.00	226,354.94	317,022.06	42	584,473.09
EXPENSE TOTALS	543,377.00	.00	543,377.00	38,275.10	44,100.00	205,991.25	293,285.75	46	532,822.37
Grand Totals	\$0.00	\$0.00	\$0.00	\$6,991.73	(\$44,100.00)	\$20,363.69	\$23,736.31		\$51,650.72

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BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

Phone (920) 448-4014 Fax (920) 448-6221

E-mail: process_dj@co.brown.wi.us

DAN PROCESS
INTERNAL AUDITOR

Date: July 1, 2013

To: Executive Committee

Cc: Patrick Moynihan Jr., County Board Chair

From: Dan Process, Internal Auditor *DP*

Re: Quarterly Status Update (April 1 – June 30, 2013)

Listed below is a summary of the projects completed or in-progress during the second quarter of 2013.

1. Completed: Bank Reconciliation Review (Report issued: April 29, 2013)
2. Completed: Request for Appeals
 - a. Omnicare, Inc. – June 2013 (Denied)
 - b. Salvage Heaven, Inc. – June 2013 (Denied)
3. In-progress: Monetary Receipts, Disbursements and Deposits – NEW Zoo
 - a. Fieldwork completed
 - b. Findings and recommendations to be discussed with management
 - c. Anticipated report issuance date: July 2013
4. Standard Monthly Duties
 - a. Review Bank Reconciliation – Clerk of Courts
 - b. Review Financial Statements – County Board
 - c. Prepare and Review Bills over \$5,000
5. Standard Quarterly Duties
 - a. Audit Follow-Up
 - i. External (See attachment)
 - ii. Internal (See attachment)
 - b. Audit Plan Update
6. Other miscellaneous activities (e.g., addressed tip line calls/messages, internal control questions, open records requests, etc.)

If you have any questions regarding this information, please contact me at your convenience.

Thank you.

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Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (External)
As of June 30, 2013

Source	Area	Issue	Recommendation	Management Response	Updated Management Response / Follow-Up Performed	Next Follow-Up Date
Management Communications (12/31/11)	General County	Fraud Prevention Considerations	We (Schenck) recommend the County continue to evaluate department internal controls and systems, developing standardized procedures in departments and potentially centralizing certain functions like billing for services provided.	The County will continue to evaluate internal controls and update standardized procedures where necessary. As the County continues to roll out modules of the financial system, departmental practices and procedures are being standardized as part of the implementation. The County will be implementing the miscellaneous billing and cash receipting modules for the financial system during 2013. Although departments may continue to utilize their billing systems due to necessary non-financial data, the receivable information will be recorded by interface or entry in the financial system. The financial system will provide centralized access to County receivables as well as receipts.	03-31-13: The cash receipting module is scheduled for implementation, department by department, beginning in the second quarter of 2013. (Note: <i>Training availability could impact this timeline.</i>) 06-30-13: Per management, the project team has been working on position budgeting, which has delayed progress. After a team member is hired, timelines will be re-established.	12/31/13
Management Communications (12/31/11)	Community Programs	Financial Reporting and Month and Year-end Closing Procedures	We (Schenck) recommend the Community Programs department develop a financial reporting checklist to identify steps in closing and reporting the department's transactions to grantor agencies. This checklist would identify individual employee responsibilities, including who is responsible to review and approve each step. This checklist should also be supplemented with written procedures and identification of key back-up employees to ensure adequate cross-training exists to complete the procedures. This documentation could be beneficial to train new employees or ensure financial reporting steps are adequately adjusted when changes occur to department operations and programs. In addition, as part of the development of this checklist, the department should evaluate opportunities to increase efficiency through increased utilization of the computer system. We would expect the implementation of this checklist and written procedures would occur over a period of time.	Management agrees and will review the current financial reporting and closing procedures and update them as appropriate. Financial reporting and closing procedures may change in the near future as the result of the implementation of managed service organization software due to be completed in 2013. Management will review and update procedures and create checklists as part of its continuous improvement efforts.	03-31-13: A monthly checklist has been developed and implemented by the department. In addition, a year-end worksheet is being developed as part of the current year-end process. To supplement the monthly and year-end worksheets, written procedures are also being developed. 06-30-13: Per discussion with management, further progress has been delayed due to personnel changes within the department.	12/31/13

**Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (Internal Audit)
As of June 30, 2013**

Source	Issue	Recommendation	Responsible Area	Management Response	Updated Management Response / Follow-Up Performed	Next Follow-Up Date
Bank Reconciliation Review	The balance in the Brown County Economic Crime Committee bank account was not reflected within the County's financial statements. In addition, ownership of this account was not clearly understood by the appropriate parties.	Corrective action should be taken by management to properly reflect the balance in the Brown County Economic Crime Committee account within the County's financial statements. In addition, management should consider reviewing existing bank account opening/closing procedures and reminding Department Heads and individuals of these procedures/requirements.	District Attorney	The District Attorney is in the process of determining if this account can be closed and the balance transferred to the appropriate County department.	Management continues to investigate. However, until fund designation has been determined account cannot be closed.	09/30/13
Bank Reconciliation Review			Administration	Once the issues surrounding the bank account have been resolved proper accounting treatment can be determined.		09/30/13
Bank Reconciliation Review			Treasurer	The Treasurer will remind Department Heads annually that all bank account requests must be reviewed/approved by the Treasurer and all new/closed bank accounts processed by the Treasurer.	On April 15, 2013, an e-mail was distributed to all department heads reminding them of the Treasurer's custodianship over bank accounts.	Closed
Bank Reconciliation Review	Blank checks were signed in advance of issuance.	Management should eliminate the practice of signing checks in advance of issuance. This safeguard would help to reduce the risk that an unauthorized transaction occurs. In addition, management should consider authorizing an alternative signer to address those situations when the primary signer is unavailable.	County Clerk	The Deputy has been added to the Passport account as a check signer. The County Clerk's office now has three (3) staff members available to sign checks on an "as needed" basis. (County Clerk, Chief Deputy and Deputy). Checks are no longer pre-signed.	Per review of the checkbook on June 7, 2013, Internal Audit did not sight any pre-signed checks.	Closed
Bank Reconciliation Review	Adequate segregation of duties was not maintained within the Sheriff's bank accounts held in the Sheriff's department.	Management should strengthen existing controls by removing incompatible duties from individuals responsible for bank reconciliation activities. If implementation of this control is not feasible, all incompatible activities performed by the reconciler should be reviewed by someone independent of the account reconciliation process.	Sheriff	The Office Manager was removed from check signing responsibilities for all bank accounts. For the Explorer account, depositing of funds is done by the DARE officer who is also the Explorer Post leader. In addition, an independent review of each reconciliation is done by the Accountant assigned to the Sheriff's Office.	Per review of the signature cards for the Outagamie Brown County Bomb Squad, Brown County Emergency Travel Account and Sheriff's Explorer Account, Office Manager was not listed as an authorized signer.	Closed

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Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (Internal Audit)
As of June 30, 2013

Source	Issue	Recommendation	Responsible Area	Management Response	Updated Management Response / Follow-Up Performed	Next Follow-Up Date
Bank Reconciliation Review	The monthly reconciliation process for the County's main operating bank account includes activities that were manual and time consuming	Management should consider consulting with the bank to determine if data changes can be made to the transactions to facilitate the reconciling process. If this inquiry is unsuccessful or cost prohibitive, management should explore in-house opportunities to reduce data conversion efforts. By increasing efficiency, additional time should be available to focus on activities related to research and resolution of reconciling items	Administration	Management acknowledges the reconciliation process is time consuming and involves numerous tasks to be completed, many of which are manual. The process for the bank reconciliation continues to be reviewed for efficiencies due to the complexity of the reconciliation. Since the bank account is utilized by thirty departments, there are numerous transactions that flow through the account. Over the last few years, steps have been made to mitigate the complexity due to the volume, such as segregating the accounts payable and payroll transactions in sub-accounts at the bank. Logos has also improved the efficiency of the bank reconciliation due to the automation of downloads and the outstanding check process. Even with these improvements we acknowledge this process should continue to be reviewed. The procedure identified as particularly time consuming consists of coding downloaded bank account activity Effective with the first reconciliation in 2013, Excel procedures were utilized that reduced the time it took to code the bank activity by about 50%. Further opportunities to utilize automated procedures will be explored as well. As the Logos cash receipts module is rolled out to departments in 2013, we will continue to review processes for improvements. The bank reconciliations module in Logos will be reviewed after cash receipts is implemented to verify if this tool will be able to be utilized for our bank reconciliations	Per discussion with management, changes to the reconciliation process have been implemented and increased efficiency noted	Closed
Bank Reconciliation Review			ADRC	The ADRC Director will intermittently review the current reconciliations on a quarterly basis beginning in April of 2013. Beginning in 2014 the Director will review bi-annually without notice to the accounting department	Per review of the March 2013 reconciliation, evidence to support review was sighted	Closed
Bank Reconciliation Review			Human Services (CP)	An independent review will be documented and implemented in 2013 on a random unannounced basis by the CP Financial Supervisor	Per discussion with management, implementation has been delayed due to personnel changes within the department	09/30/13
Bank Reconciliation Review	Reconciliations were not subject to an independent review.	Management should strengthen existing controls by subjecting all reconciliations to an independent review. This review should be performed at least annually and by someone independent of the reconciliation process. In addition, all reviews should be done on a surprise basis. This control would help to ensure that reconciliations are periodically reviewed for accuracy, completeness and timeliness.	Human Services (CTC)	An independent review will be documented and implemented in 2013 on a random unannounced basis by the CP Accounting Supervisor	Per discussion with management, implementation has been delayed due to personnel changes within the department	09/30/13
Bank Reconciliation Review			Register of Deeds	Annual and periodic review of monthly bank reconciliations will be performed by the Department Head. In addition, an annual review of the prior fiscal year will take place by January 31 st of the following year. All reviews (annual and periodic) will be random and unannounced	An annual review was performed on the 2012 year-end reconciliation	Closed

Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (Internal Audit)
As of June 30, 2013

Source	Issue	Recommendation	Responsible Area	Management Response	Updated Management Response / Follow-Up Performed	Next Follow-Up Date
Bank Reconciliation Review			ADRC	The Assistant Director of the ADRC will be trained as a back-up reconciler to the Accountant as a contingency for his/her absence. The Accounting Clerk will also be trained in the reconciliation process in Logo's and will assist the Assistant Director should the need occur.	Per discussion with management, steps to satisfy a back-up reconciler have been implemented	Closed
Bank Reconciliation Review			Clerk of Courts	The Accounting Technician will be trained on the reconciliation process and be given a procedure manual on how to reconcile the bank account.	Per discussion with management, procedures have been drafted but not yet reviewed/approved.	09/30/13
Bank Reconciliation Review	A back-up to the primary reconciler did not exist	Management should strengthen existing controls by designating and training a back-up to the primary reconciler. This training should include sufficient assistance/guidance to allow completion of the bank reconciliation on a temporary basis. A back-up reconciler would help to ensure that bank reconciliations are completed if the primary reconciler is unavailable.	Human Services (CTC)	The CP Accounting Supervisor has been assigned to back-up the CTC Accountant.	Per discussion with management, implementation has been delayed due to personnel changes within the department.	09/30/13
Bank Reconciliation Review			Sheriff	Within the written procedures a backup reconciler has been identified for each bank reconciliation.	Per review of the written procedures a backup reconciler has been identified for each bank account.	Closed
Bank Reconciliation Review			Syble Hopp	In the absence of the Bookkeeper the School Secretary will reconcile the accounts under the supervision of the Administrator. (If Bookkeeper is absent more than 30 days, the school external auditor will be asked to assist in the reconciliation process.)	Per discussion with management, steps to satisfy a back-up reconciler have been implemented.	Closed
Bank Reconciliation Review			ADRC	The Accountant will electronically date stamp all Excel documents that support the reconciliation process. Reconciliation documentation will be scanned in Laser fiche and labeled by date. Once the files are in Laser fiche, any edits or modifications are traceable.	Per review of the April and May 2013 reconciliations, evidence to support accountability and timeliness have been implemented.	Closed
Bank Reconciliation Review			Clerk of Courts	The template used to complete the monthly reconciliation has been updated to include the preparers' identity and date prepared.	Per review of the February, March and April 2013 monthly reconciliation, preparers' identity and date prepared indicated on reconciliation.	Closed
Bank Reconciliation Review			County Clerk	Changes have been made to the spreadsheet used in reconciling the passport checking account to include a signature line and date line for the staff person preparing the reconciliation.	Per review of the April and May 2013 monthly reconciliation, preparers' identity and date prepared indicated on reconciliation. Reviewers' identity and date reviewed also indicated on reconciliation.	Closed
Bank Reconciliation Review			Human Services (CP)	The preparer will sign and date the bank reconciliation each month.	Per review of the March and April 2013 reconciliations, preparers' identity and date prepared indicated on reconciliation.	Closed
Bank Reconciliation Review			Human Services (CTC)	The preparer will sign and date the bank reconciliation each month.	Per discussion with management, implementation has been delayed due to personnel changes within the department.	09/30/13
Bank Reconciliation Review	Completed reconciliations did not include evidence to identify the preparer and/or when the reconciliation was completed	Management should consider strengthening existing controls by requiring the reconciliation preparer to establish accountability and timeliness by initialing and dating each reconciliation completed. This practice would also help to assign responsibility should the secondary reconciler complete the reconciliation in the absence of the primary reconciler. (Note: Accountability and timeliness can be achieved electronically.)	Register of Deeds	All monthly bank reconciliation reports will be signed and dated by the preparer before the reports are submitted to Brown County Administration office. This procedure will be included in the written procedures for bank reconciliation found in the Register of Deeds Policy and Procedures for Deputies.	Per review of the April and May 2013 monthly reconciliation, preparers' identity and date prepared indicated on reconciliation. Procedures have also been updated to reflect this control.	Closed

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**Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (Internal Audit)
As of June 30, 2013**

Source	Issue	Recommendation	Responsible Area	Management Response	Updated Management Response / Follow-Up Performed	Next Follow-Up Date
Bank Reconciliation Review	Written procedures were not in place to support bank reconciliation activities	Management should consider strengthening existing controls by developing and implementing written procedures which support bank reconciliation activities already in place. These procedures should include: step by step instructions, reconciliation frequency requirements, roles and responsibilities and variance investigation requirements. Supervisory and/or secondary review requirements should also be addressed	ADRC	Written policies and procedures for all bank reconciliations will be developed, reviewed by the Brown County Internal Auditor for suggestions and approved by the ADRC Board of Directors	A copy of the written policies and procedures have been obtained and reviewed by Internal Audit	Closed
Bank Reconciliation Review			Clerk of Courts	A procedure manual will be created	Per discussion with management, procedures have been drafted but not yet reviewed/approved	09/30/13
Bank Reconciliation Review			County Clerk	Procedures for handling and balancing the Passport Checking Account have been documented and distributed to staff	A copy of the procedures were forwarded to staff and the Internal Auditor	Closed
Bank Reconciliation Review			Human Services (CTC)	CTC accountant will document the bank reconciliation process and train the CP Accounting Supervisor for back-up	Per discussion with management, implementation has been delayed due to personnel changes within the department	09/30/13
Bank Reconciliation Review			Jail	The potential for turnover within the positions can occur and written procedures would minimize the impact of this event. The task of creating written procedures has begun	Per discussion with management, a working draft has been developed but not yet reviewed/approved	07/01/13
Bank Reconciliation Review			Register of Deeds	Specific written procedures for all bank reconciliations will be prepared by the Chief Deputy to be included in the Register of Deeds Policies and Procedures for Deputies	A copy of the procedures were obtained and reviewed by Internal Audit	Closed
Bank Reconciliation Review			Sheriff	Written procedures for all Sheriff bank reconciliations have been prepared and are on file	A copy of the procedures were obtained and reviewed by Internal Audit	Closed
Bank Reconciliation Review			Syble Hopp	Written procedures for all bank reconciliations have been prepared and are on file	A copy of the procedures were obtained and reviewed by Internal Audit	Closed

June 19, 2013

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
PUBLIC SAFETY COMMUNICATIONS
ASSISTANT DIRECTOR OF PUBLIC SAFETY COMMUNICATIONS

WHEREAS, the Public Safety Communications Department table of organization currently includes a total of 74.00 FTEs; and

WHEREAS, the Public Safety Communications Department is a critical function of Brown County, serving the county's Sheriff, Law Enforcement, Fire Departments and Emergency Response teams; and

WHEREAS, the Public Safety Communications Department has been directed by the County Board of Supervisors to evaluate the management structure of the department; and

WHEREAS, the Human Resources Department in conjunction with the Public Safety Communications Director have evaluated the structure and the needs of the department; and

WHEREAS, the evaluation results support the addition of 1.00 FTE exempt Assistant Director of Public Safety Communications position; and

WHEREAS, it is recommended the position be maintained in Pay Grade 24 of the Administrative Classification and Compensation Plan; and

WHEREAS, the 2013 budget included funding for this position in the Salary Adjustment line effective April 1, 2013 at \$28.42 per hour.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the addition of 1.00 FTE Assistant Director of Public Safety Communications position to the Public Safety Communications table of organization.

BE IT FURTHER RESOLVED, the position be maintained in Pay Grade 24 of the Administrative Classification and Compensation Plan.

BE IT FURTHER RESOLVED, the table of organization be amended to delete (0.25) FTE Communications Manager as of March 31, 2013, and (0.75) FTE Salary Adjustment to offset the addition of 1.00 FTE Assistant Director of Public Safety Communications.

2013 Partial Budget Impact (07/01/13 – 12/31/13):

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Salary Adjustment Funds \$28.42/hour @ 1,560 hours	(0.75)	Deletion	\$(44,336)	\$(18,759)	\$(63,095)
Assistant Director of Public Safety Communications Pay Grade 24, Step 3	1.00	Addition	\$ 36,255	\$ 13,508	\$ 49,763
2013 Prorated Budget Impact			<u>\$(8,081)</u>	<u>\$(5,251)</u>	<u>\$(13,322)</u>

Annualized Budget Impact:

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Salary Adjustment Funds \$28.42/hour @ 1,560 hours	(0.75)	Deletion	\$(44,336)	\$(18,759)	\$(63,095)
Communications Manager Pay Grade 20, Step 2 \$28.42/hour @ 520 hours	(0.25)	Deletion	\$(14,779)	\$(6,253)	\$(21,032)
Assistant Director of Public Safety Communications Pay Grade 24, Step 3	1.00	Addition	\$ 72,510	\$ 27,012	\$ 99,522
Annualized Budget Impact			<u>\$ 13,395</u>	<u>\$ 2,000</u>	<u>\$ 15,395</u>

Fiscal Note: This resolution does not require an appropriation from the General Fund.

Respectfully submitted,

PUBLIC SAFETY COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

Troy Streckenbach,
COUNTY EXECUTIVE

Date Signed: _____

Authored by: Human Resources

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: ASSISTANT DIRECTOR OF PUBLIC SAFETY COMMUNICATIONS

REPORTS TO: DIRECTOR OF PUBLIC SAFETY COMMUNICATIONS

DEPARTMENT: PUBLIC SAFETY COMMUNICATIONS

REPRESENTATION UNIT: ADMINISTRATIVE

JOB SUMMARY:

Under the direction of the Public Safety Communications Director, manages the day to day operations of the emergency communications center and acts as Director, in Director's absence.

ESSENTIAL DUTIES:

Oversees the employee training program ensuring current and new employees are trained in the proper methods and procedures.

Evaluates performance of staff; performs corrective actions and terminations of staff as appropriate.

Direct supervision of the Communications Supervisors

Assists in establishing and modifying department policies and procedures

Ensures the policies and procedures of the various dispatch positions are standardized

Makes decisions on commendations and disciplinary action as appropriate.

Coordinates the hiring of department operations person

Provides technical and operational input for the budget process.

Informs staff and ensures implementation of new policies and procedures relating to emergency communications operations

Develops technical specifications form CAD, phone, and other dispatch software purchases

Prepares 5-year Capital Budget Plan

Serves as Project Manager for Capital Projects

Monitors compliance with regulatory standards and statutes to maintain required certifications for operation Ensures that all complaints are investigated and addressed according to Policy and Procedures.

Manages the installation, operation and maintenance of Communications Center equipment.

Assists the director in preparing and administering the Public Safety Communications Center budget.

Develops and implements a public information program for citizen access to the 911 system and makes

C:\Users\Loehlein_AA\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\PJCTT9V7\Assistant Director-PSC.docx

public presentations.

In Director's absence, attends advisory and legislative board and committee meetings.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

Telecommunication equipment

General office equipment

Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's Degree in Business Administration, Criminal Justice, Public Administration or related field required, six years' experience in emergency dispatch center, plus four years supervisory experience. Completion of the NAED Communication Center Manager Course preferred. Experience with a multijurisdictional computer assisted dispatch and enhanced 9-1-1. Or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications.

APCO Communications Training Officer (CTO)

TIME System Certified

Emergency Medical Dispatch (EMD) Certified

Knowledge, Skills and Abilities:

Knowledge of public safety radio and computer-aided dispatching methods, systems, and equipment.

Knowledge of Public Safety Answering Point (PSAP) phone systems

Knowledge of principles and practices of law enforcement, fire and EMS dispatching in a metropolitan, rural, full-time and volunteer context.

Knowledge of all phases of emergency communications.

Knowledge of state, federal and local laws, rules, statutes, and regulations as it relates to public safety telecommunications.

Knowledge of supervisory personnel practices and procedures.

Knowledge of fiscal budgeting principles and practices.

Knowledge of basic data and emergency processing principles.

Knowledge of capital and operational budgeting and basic accounting procedures

Knowledge of and ability to utilize a computer and required software.

Ability to manage time and organize workloads to ensure completion and accuracy.

Ability to communicate clearly and effectively both orally and in writing.

Ability to interpret and analyze programs, policies, and procedures regarding personnel and fiscal matters.

Ability to develop training and procedural documents for the department.

Ability to establish and maintain effective working relationships with staff, officials from other municipalities and the public.

Ability to interpret data produced by data processing systems.

Ability to work the required hours of the position, including being on call for 24/7 operations

PHYSICAL DEMANDS:

Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.

Intermittent standing, walking and sitting.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Frequent bending, twisting and squatting; occasional climbing.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested perform job-related responsibilities and tasks other than those stated in this description.

Revised: 05/15/13

July 17, 2013

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

**RESOLUTION REGARDING REORGANIZATION
OF THE PORT AND SOLID WASTE DEPARTMENT**

WHEREAS, the Human Resources Department received a request from the Director of Port and Solid Waste to review the department's structure; and

WHEREAS, the current Port and Solid Waste table of organization includes 1.00 FTE Director of Port and Solid Waste, 1.00 FTE Port Manager (currently vacant), 2.00 FTE Facility Manager, 2.00 FTE Solid Waste Technician, 1.00 Account Clerk I, 1.90 FTE Scale Operator, 3.00 FTE Household Hazardous Waste Facility Aide, 0.58 FTE Clerk/Typist II, 1.00 FTE Co-op Student/Student Intern; and

WHEREAS, the Human Resources Department in conjunction with the Director of Port and Solid Waste conducted a thorough evaluation of the structure and needs of the department and the duties of the positions (study attached); and

WHEREAS, the current structure is inflexible and creates a silo mentality instead of teamwork. Operations have become more complex which requires more teamwork; and

WHEREAS, revised position descriptions and a structure designed for anticipated growth will allow for both employee development and increased strategic business development; and

WHEREAS, the title "Solid Waste" should be changed to "Resource Recovery" to better reflect the department's current activities, updated technology, current focus and strategic intent; and

WHEREAS, Human Resources in conjunction with the Director of Port and Solid Waste recommend the following changes to the Port and Solid Waste table of organization: Delete (1.00) FTE Port Manager, delete (2.00) FTE Facility Managers, delete (1.90) FTE Scale Operators, delete (3.00) Household Hazardous Waste Aids, delete (1.00) FTE Account Clerk I; and

WHEREAS, it is further recommended the following positions be added to the Port and Solid Waste table of organization: Add 1.00 FTE Business Development Manager, add 1.00 FTE Operations Manager, add 5.00 FTE Resource Recovery Associates, add 1.00 FTE Account Clerk II, add 0.42 FTE Clerk/Typist II; and

WHEREAS, it is further recommended the following positions be maintained in the Classification and Compensation Plan as follows: Business Development Manager, Pay Grade 22; Operations Manager, Pay Grade 23; Resource Recovery Associate, Pay Grade 9; and

WHEREAS, the title of Solid Waste Technician should be changed to Resource Recovery Technician; and

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the Port and Solid Waste Department table of organization be changed deleting (1.00) FTE Port Manager, (2.00) FTE Facility Managers, (1.90) FTE Scale Operators, (3.00) Household Hazardous Waste Aids, and (1.00) FTE Account Clerk I; and

BE IT FURTHER RESOLVED, the following positions be added to the Port and Solid Waste table of organization: 1.00 FTE Business Development Manager, 1.00 FTE Operations Manager, 5.00 FTE Resource Recovery Associates, 1.00 FTE Account Clerk II, and 0.42 FTE Clerk/Typist II; and

BE IT FURTHER RESOLVED, the following positions be maintained in the Classification and Compensation Plan: Business Development Manager, Pay Grade 22; Operations Manager, Pay Grade 23; Resource Recovery Associate, Pay Grade 9; and

BE IT FURTHER RESOLVED, the title of Solid Waste Technician be changed to Resource Recovery Technician; and

BE IT FURTHER RESOLVED, the department be renamed Port and Resource Recovery and the Director's title be changed to Director of Port and Resource Recovery.

Partial Budget Impact (09/01/13 – 12/31/13):

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Port Manager	(1.00)	Deletion	\$(22,124)	\$(6,496)	\$(28,620)
Facility Manager					
Pay Grade 19, Step 2	(1.00)	Deletion	\$(18,748)	\$(6,327)	\$(25,075)
Facility Manager					
Pay Grade 19, Step 1	(1.00)	Deletion	\$(18,207)	\$(6,301)	\$(24,508)
Scale Operator	(1.00)	Deletion	\$(11,918)	\$(5,988)	\$(17,906)
Scale Operator	(0.50)	Deletion	\$(5,959)	\$(2,994)	\$(8,953)
Scale Operator	(0.40)	Deletion	\$(4,490)	\$(2,381)	\$(6,871)
Household Hazardous Waste Aide	(3.00)	Deletion	\$(31,922)	\$(17,772)	\$(49,694)
Account Clerk I	(1.00)	Deletion	\$(12,175)	\$(6,001)	\$(18,176)
Business Development Manager					
Pay Grade 22, Step 3	1.00	Addition	\$ 22,233	\$ 6,501	\$ 28,734
Operations Manager					
Pay Grade 23, Step 3	1.00	Addition	\$ 23,199	\$ 6,549	\$ 29,748
Resource Recovery Associate					
Pay Grade 9, Step 6	1.00	Addition	\$ 12,168	\$ 6,000	\$ 18,168
Resource Recovery Associate					
Pay Grade 9, Step 5	0.50	Addition	\$ 5,911	\$ 2,991	\$ 8,902
Resource Recovery Associate					
Pay Grade 9, Step 4	3.50	Addition	\$ 40,186	\$ 20,881	\$ 61,067
Account Clerk II	1.00	Addition	\$ 13,125	\$ 6,048	\$ 19,173
Clerk/Typist II	0.42	Addition	\$ 4,738	\$ 2,501	\$ 7,239
Partial Budget Impact			\$(3,983)	\$(2,789)	\$(6,772)

Annualized Budget Impact:

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Port Manager	(1.00)	Deletion	\$(66,373)	\$(26,096)	\$(92,469)
Facility Manager					
Pay Grade 19, Step 2	(1.00)	Deletion	\$(56,243)	\$(24,582)	\$(80,825)
Facility Manager					
Pay Grade 19, Step 1	(1.00)	Deletion	\$(54,621)	\$(24,341)	\$(78,962)
Scale Operator	(1.00)	Deletion	\$(35,755)	\$(21,524)	\$(57,279)
Scale Operator	(0.50)	Deletion	\$(17,878)	\$(10,762)	\$(28,640)
Scale Operator	(0.40)	Deletion	\$(13,470)	\$(8,485)	\$(21,955)
Household Hazardous Waste Aide	(3.00)	Deletion	\$(95,766)	\$(62,852)	\$(158,618)
Account Clerk I	(1.00)	Deletion	\$(36,525)	\$(21,638)	\$(58,163)
Business Development Manager					
Pay Grade 22, Step 3	1.00	Addition	\$ 66,700	\$ 26,144	\$ 92,844
Operations Manager					
Pay Grade 23, Step 3	1.00	Addition	\$ 69,597	\$ 26,577	\$ 96,174
Resource Recovery Associate					
Pay Grade 9, Step 6	1.00	Addition	\$ 36,504	\$ 21,635	\$ 58,139
Resource Recovery Associate					
Pay Grade 9, Step 5	0.50	Addition	\$ 17,732	\$ 10,739	\$ 28,471
Resource Recovery Associate					
Pay Grade 9, Step 4	3.50	Addition	\$ 120,558	\$ 74,646	\$ 195,204
Account Clerk II	1.00	Addition	\$ 39,374	\$ 22,064	\$ 61,438
Clerk/Typist II	0.42	Addition	\$ 14,214	\$ 8,919	\$ 23,133
Annualized Budget Impact			\$(11,952)	\$(9,556)	\$(21,508)

Fiscal Note: This resolution does not require an appropriation from the General Fund.

Respectfully submitted,

PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

Troy Streckenbach, County Executive

Date Signed: _____

Authored by: Human Resources

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

Position (number in parenthesis indicates pay grade)	Position Change	Admin	Hourly Rate	Standard Hours	Total FT Salary	Total Salary	FICA @ 7.35%	Retirement Credit 0% (excludes)	Health Ins Adjs @ \$14,983	Dental Ins Adjs @ \$1,200	Life Ins @ 0.2%	Total Fringe Benefits	Total Cost
Annual Impact													
Port Manager	(1.00)	Admin	31.91	2,080		66,373	(66,373)	-	(14,983)	(1,200)	(133)	(26,096)	(92,469)
Facility Manager (PG19 - ST2)	(1.00)	Admin	27.04	2,080		56,243	(56,243)	-	(14,983)	(1,200)	(112)	(24,582)	(80,825)
Facility Manager (PG19 - ST1)	(1.00)	Admin	26.26	2,080		54,621	(54,621)	-	(14,983)	(1,200)	(109)	(24,341)	(78,962)
Scale Operator	(1.00)		17.19	2,080		35,755	(35,755)	-	(14,983)	(1,200)	(72)	(21,524)	(57,279)
Scale Operator	(0.50)		17.19	2,080		35,755	(35,755)	-	(7,492)	(600)	(36)	(10,762)	(28,640)
Scale Operator	(0.40)		16.19	2,080		33,675	(33,675)	-	(5,993)	(480)	(27)	(8,485)	(21,955)
HH Hazardous Waste Aide	(3.00)		16.37	1,950		31,922	(95,766)	-	(44,949)	(3,600)	(192)	(62,852)	(158,618)
Account Clerk I	(1.00)		17.56	2,080		36,525	(36,525)	-	(14,983)	(1,200)	(73)	(21,638)	(58,163)
Bus Devel Manager (PG22 - ST3)	1.00	Admin	32.07	2,080		66,700	66,700	-	14,983	1,200	133	26,144	92,844
Operations Mngr (PG23 - ST3)	1.00	Admin	33.46	2,080		69,597	69,597	-	14,983	1,200	139	26,577	96,174
Resource Recovery Associate (PG9 - ST6)	1.00	Admin	17.55	2,080		36,504	36,504	-	14,983	1,200	73	21,635	58,139
Resource Recovery Associate (PG9 - ST5)	0.50	Admin	17.05	2,080		35,464	17,732	-	7,492	600	35	10,739	28,471
Resource Recovery Associate (PG9 - ST4)	3.50	Admin	16.56	2,080		34,445	120,558	-	52,441	4,200	241	74,646	195,204
Account Clerk II	1.00		18.93	2,080		39,374	39,374	-	14,983	1,200	79	22,064	61,438
Clerk Typist II (increase)	0.42		16.27	2,080		33,842	14,214	-	6,293	504	28	8,919	23,133

(11,952)

(9,556)

(21,508)

Partial Year Impact													
09/01/13 - 12/31/13													
Port Manager	(1.00)	Admin	31.91	2,080		66,373	(22,124)	-	(14,983)	(1,200)	(44)	(6,496)	(28,620)
Facility Manager (PG19 - ST2)	(1.00)	Admin	27.04	2,080		56,243	(18,748)	-	(14,983)	(1,200)	(37)	(6,327)	(25,075)
Facility Manager (PG19 - ST1)	(1.00)	Admin	26.26	2,080		54,621	(18,207)	-	(14,983)	(1,200)	(36)	(6,301)	(24,508)
Scale Operator	(1.00)		17.19	2,080		35,755	(11,918)	-	(14,983)	(1,200)	(24)	(5,988)	(17,906)
Scale Operator	(0.50)		17.19	2,080		35,755	(5,959)	-	(7,492)	(600)	(12)	(2,994)	(8,953)
Scale Operator	(0.40)		16.19	2,080		33,675	(4,490)	-	(5,993)	(480)	(9)	(2,381)	(6,871)
HH Hazardous Waste Aide	(3.00)		16.37	1,950		31,922	(31,922)	-	(44,949)	(3,600)	(64)	(17,772)	(49,694)
Account Clerk I	(1.00)		17.56	2,080		36,525	(12,175)	-	(14,983)	(1,200)	(24)	(6,001)	(18,176)
Bus Devel Manager (PG22 - ST3)	1.00	Admin	32.07	2,080		66,700	22,233	-	14,983	1,200	44	6,501	28,734
Operations Mngr (PG23 - ST3)	1.00	Admin	33.46	2,080		69,597	23,199	-	14,983	1,200	46	6,549	29,748
Resource Recovery Associate (PG9 - ST6)	1.00	Admin	17.55	2,080		36,504	12,168	-	14,983	1,200	24	6,000	18,168
Resource Recovery Associate (PG9 - ST5)	0.50	Admin	17.05	2,080		35,464	5,911	-	7,492	600	12	2,991	8,902
Resource Recovery Associate (PG9 - ST4)	3.50	Admin	16.56	2,080		34,445	40,186	-	52,441	4,200	80	20,881	61,067
Account Clerk II	1.00		18.93	2,080		39,374	13,125	-	14,983	1,200	26	6,048	19,172
Clerk Typist II (increase)	0.42		16.27	2,080		33,842	4,738	-	6,293	504	9	2,501	7,239

(3,984)

(2,786)

(6,772)

0.31486

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: RESOURCE RECOVERY ASSOCIATE

DEPARTMENT: PORT AND RESOURCE MANAGEMENT

REPORTS TO: PORT AND RESOURCE MANAGEMENT DIRECTOR

JOB SUMMARY:

Team member duties are varied based on assignments may include any or all of the following; Responsible for the daily operations, recordkeeping and monthly balances associated with the scale at Solid Waste Transfer Station. Day-to-day operations of the Household Hazardous Waste facility; unloads waste from vehicles; performs basic laboratory analysis on wastes; processes, categorizes, bulks and treats wastes; completes forms and keeps records on personal computer. Consolidates recyclables at the Materials Recycling Facility (MRF) Tipping Floor using heavy equipment and loading recyclables into transfer truck trailers. Assist with gas landfill gas monitoring, leachate recirculation, pumps and jetting, along with other activities at both the east and west landfills. Educating the public regarding department programs. Grounds and facility maintenance

ESSENTIAL DUTIES:

Records data on a personal computer.

Monitors incoming and/or outgoing loads.

Opens and closes scale operations daily.

Performs credit card transactions and receives payments by check.

Answers the telephone and responds to requests for information.

Performs general maintenance and does minor repairs on the scale and in the scale house.

Performs general tasks at the Household Hazardous waste facility, not associated with hazardous waste, such as waste collection, paint bulking, material sorting, cleaning and upkeep of buildings, equipment and grounds.

Unloads household hazardous wastes from vehicles; verifies to ensure that waste is acceptable for the facility; diverts wastes by cart to processing area. Performs similar functions at Clean Sweeps.

Consolidates recyclables and loads recyclables into transfer truck trailers.

Accepts and disperses items for product exchange room; ensures proper waivers are completed.

Categorizes, treats, packs and bulks wastes.

Drives department pickup truck, front-end loader and forklift, pushcarts, dollies etc.

Files records and forms; performs data entry functions and tracks wastes on computer spreadsheet.

Performs basic laboratory tests to characterize wastes.

Accepts cash payments for various transactions and deposits them in a cash register.

Moves barrels, boxes etc. for waste packing. Moves packed wastes to area for contractor pickup.

Uses and maintains personal protective equipment.

Assists in public education regarding department programs.

Communicates with participants of the program; instructs public in usage of the facility.

Assists in coordinating facility staff workload.

Collects litter and blown recyclables from the Solid Waste and Recycling Transfer Stations and adjoining properties.

Coordinate and oversee maintenance and cleanliness of vehicle fleet and off road vehicles and equipment.

Assist as needed in maintenance at both the east and south landfill leachate and gas collection systems.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment.

Computer

Truck and off-road vehicles

Paint can opener & crusher

Colorimeter testing meter

Other basic laboratory testing apparatus

Scale software

ph meter

Forklift

Aerosol can decanter

Other related equipment

Front-end Loader

License and Certifications:

Valid Wisconsin Driver's License

Ability to pass certification for OSHA 40-hour HAZWOPER training within six months.

Knowledge, Skills and Abilities:

Knowledge of basic chemistry and laboratory procedures.

Knowledge of and ability to utilize a computer and the required scale related software.

Ability to perform full data entry at a rate of 50 net keystrokes per minute.

Ability to learn and perform standard procedures required for scale operations.

Ability to perform basic chemistry/laboratory testing on wastes.

Ability to communicate effectively both orally and in writing.

Ability to create reports and maintain records.

Ability to drive department trucks, front-end loader, ATV and forklift.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to work independently.

Ability to perform general maintenance and repairs to the scale and the scale house.

Ability to work the required hours of the position.

Knowledge of basic arithmetic.

Knowledge of simple bookkeeping.

Knowledge of general office procedures and filing methods.

PHYSICAL DEMANDS:

Lifting 75 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.

Intermittent standing, walking and sitting; occasional driving.

Using hand(s)/feet for repetitive single grasping, pushing and pulling, and operating controls.

Frequent bending, reaching and grappling; occasional twisting.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Driving and operating truck, front-end loaders, ATV and forklifts.

Distinguishing people or objects at varied distances under a variety of light conditions.

Withstanding temperature changes in the work environment.

Ability to tolerate exposure to cold, heat, noise, vibration, atmospheric conditions, flammable chemicals, chemical fumes, dust and hazards in the work environment.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

New: 5/24/13

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: ACCOUNT CLERK II

REPORTS TO: DIRECTOR OF PORT & SOLID WASTE

DEPARTMENT: PORT & SOLID WASTE

JOB SUMMARY:

Performs varied and increasingly responsible bookkeeping, basic accounting, reporting, and related duties involving the maintaining and reconciliation of records and processing documents related to financial transactions, calling for independent judgment, initiative and specialized knowledge in carrying out established procedures or applying laws and regulations; performs related functions as assigned.

ESSENTIAL DUTIES:

Performs bookkeeping and clerical duties necessary in maintaining and reconciling of records and processing documents related to financial transactions.

Balances accounts, monthly collection reports and fund accounts; reconciles reports; performs related verifications; and prepares related vouchers; advises individuals of transactions as necessary.

Prepares, verifies, enters and/or requests required transactions related to invoices, local municipalities, local companies and other entities as necessary.

Performs bookkeeping and basic accounting functions; reconciles various general ledger accounts and reports.

Verifies, tabulates, and records invoices, checks, vouchers, orders, receipts and other financial material.

Maintains proper records. Prepares necessary paperwork for annual filings.

Coordinates and maintains systems.

Balances Accounts collected at Department. Prepares and mails vouchers.

Prepares monthly payments.

Prints and prepares payroll information for Payroll.

Prepares annual inventory.

Assists with the preparation of the annual reporting.

Processes general receipts.

Receives and accounts for monies handled; balances cash drawers and maintains daily receipts for various

payments/transactions; locates and corrects balancing errors; reconciles daily cash control report; performs related tasks.

Compiles data and makes various reports.

Performs receptionist and/or counter duties answering inquiries regarding departmental policies and regulations, or refers inquiries to the proper official or department. Processes various types of customer transactions and performs various follow-up duties as required.

Works with the Information Services Department in implementing programs for computerized procedures for the department in which employed.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment
Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate degree in accounting, plus one year bookkeeping experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

None

Knowledge, Skills and Abilities:

Knowledge of general office procedures.

Knowledge of bookkeeping and basic accounting practices.

Knowledge of basic data processing techniques and procedures.

Knowledge and ability to use a computer and the required software, including spreadsheet and word processing applications.

Skill in providing good customer service.

Ability to operate a variety of standard office equipment.

Ability to perform full data entry functions at a rate of 80 net keystrokes per minute.

Ability to make fairly complex arithmetic computations.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to communicate effectively both orally and in writing.

Ability to learn the specialized procedures of the department in which employed.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

New: 06/04/13

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: OPERATIONS MANAGER – PORT AND RESOURCE MANAGEMENT

REPORTS TO: DIRECTOR OF PORT AND RESOURCE MANAGEMENT

DEPARTMENT: PORT AND RESOURCE MANAGEMENT

BARGAINING UNIT: ADMINISTRATIVE

JOB SUMMARY:

Manages projects/programs in the Port and Resource Management areas. Manages operations and contracts associated with the Waste Transfer Station, the Recycling Transfer Station, the Household Hazardous Waste Facility, the Recycling Program, the East Landfill Gas-To-Energy Facility, Bay Port, Renard Isle and the Cat Islands Contained Disposal Facilities. Coordinates related engineering, construction and environmental monitoring projects; plans long term solid waste handling goals and strategies; represents the County relative to adopted policies.

Make adjustment and recommendations to optimize scheduling, maximize service and quality, and to achieve customer satisfaction, productivity, schedule adherence and economic goals. Plans, directs and supervises the operations of the department operations and general maintenance of facilities. Work is performed under the direction of the Director.

ESSENTIAL DUTIES:

Plans organizes, assigns and directs the work activities of subordinate staff regarding the operations of all Department operations and facilities.

Enacts contingency plans as needed; identifies potential problems, troubleshoots, escalates issues to management, and participates in post-project analysis of problems providing input for future process improvements.

Keeps Director promptly and fully informed of all problems or unusual matters of significance and takes prompt corrective action where necessary or suggests alternative courses of action which may be taken

Plans, develops and enforces policies and procedures for all operations to ensure smooth efficient daily operations.

Assists in the evaluation and selection of equipment; oversees maintenance and monitors environmental data and plans activities to comply with state and federal regulations for all facilities.

Coordinates operations of facilities with county municipalities; builds and maintains effective working relationships with the same.

Successfully manage all contracts and agreements with local/state/federal governments, businesses and

institutions.

Plans, analyzes and supervises projects for renovation and remodeling; reads and interprets blueprints and specifications.

Estimates and requisitions replacement parts, supplies and equipment; develops specifications and bid proposals; follows purchase order requirements and procedures in coordination with the Purchasing Office.

Acquires and schedules outside contractors to service technical equipment and satisfy code regulations; maintains proper service inspections and reports

Develops and ensures adherence to facility safety plans and procedures.

Assists in the evaluation and selection of County employees or contractors.

Supervises engineering consultants and construction contractors during planning, siting, design and construction of port, solid waste, recycling, household hazardous waste and related projects.

Coordinate special waste and dredge material disposal applications

Assists the Director in preparation of the annual budget.

Ability to act in the absence of the Director

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

Landfill gas blowers and flares, Gas-to-energy generators
All-terrain vehicles
Front-end loader
Forklift
Gas and flow meters
Computer
General office equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree in Physical Science, Engineering or Earth Sciences, Business Administration, Public Administration or a related field plus two (2) years of experience in operations management, solid waste management; or any combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

Valid Wisconsin Driver's License
Landfill Facility Manager Certification (to be obtained within 6 months)

OSHA Hazwoper 40 hr. Training Certification (to be obtained within 6 months)

Knowledge, Skills and Abilities:

Knowledge of the principles, practices, techniques and economics of solid waste, recycling, household hazardous waste or commercial port management.

Knowledge of engineering construction inspection, design and construction techniques.

General knowledge of State and federal solid waste, recycling or waterborne commerce regulations.

Knowledge of environmental chemistry (preferred but not required).

Knowledge of basic geology, biology, and physics (preferred).

Knowledge of analytical techniques (preferred).

Knowledge of general office procedures.

Knowledge of and ability to utilize a computer especially Excel and Word and other required software.

Ability to communicate effectively both orally and in writing.

Ability to work with minimal direction.

Ability to establish and achieve long-range goals and objectives and to plan, organize and work towards their implementation.

Ability to establish and maintain effective working relationships with officials, staff and the public.

Knowledge of budget preparation, administration and management.

Knowledge of strategic planning.

Strong skills and abilities regarding customer service.

Ability to organize, coordinate and manage people and resources.

Ability to work independently with a high level of expertise.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

Intermittent standing, walking and sitting with occasional driving.

Occasional bending, twisting, squatting, climbing, reaching and grappling.

Communicating orally in a clear manner.

Withstanding temperature changes in the work environment.

Ability to tolerate exposure to cold, heat, noise, vibration and hazards in the work environment.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

New: 5/24/13

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: RESOURCE RECOVERY TECHNICIAN

REPORTS TO: PORT AND RESOURCE MANAGEMENT DIRECTOR

DEPARTMENT: PORT AND RESOURCE MANAGEMENT

BARGAINING UNIT: ADMINISTRATIVE

JOB SUMMARY:

Assists in developing, coordinating and implementing programs and projects in the general port, solid waste, recycling and household hazardous waste areas. Performs technical and field operations in the aforementioned areas and other related duties in all weather conditions..

ESSENTIAL DUTIES:

Assists in the operation and administration of programs.

Assists in safety and regulatory compliance of assigned operations and programs

Develops and ensures adherence to facility safety plans and procedures.

Coordinate HHW program activities including, budget adherence, scheduling, contract management, supplies, and inventory activities.

Oversee all long-term maintenance responsibilities for facilities and properties

Coordinates miscellaneous programs including waste tire collection, appliance salvaging, land and building leases, property management and landfill leachate line jetting activities.

Assists in public relations and education including conducting public presentations, performing tours, developing public education programs, writing and developing brochures, facts sheets and other educational literature.

Compiles and monitors data from various programs; produces spreadsheets as required.

Assists in the evaluation and selection of equipment; oversees maintenance and monitors environmental data and plans activities to comply with state and federal regulations for all facilities.

Acquires and schedules outside contractors to service technical equipment and satisfy code regulations; maintains proper service inspections and reports

Perform construction supervision duties

Maintain Department scale certifications

Coordinates landfill gas, water and leachate monitoring and management programs at each landfill site,

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the Materials Recycling Facility and the Bay Port Dredged Material Rehandling Facility and compiles data associated with this monitoring.

Assists in the writing of grants, including gathering and assembling information and producing the appropriate documents in the format required by the grant.

Maintain environmental compliance for all facilities.

Performs discharge sampling at the Bay Port Dredged Material Rehandling Facility perimeter and ambient air and gas collection well monitoring at the landfills.

Operates landfill gas-to-energy project, monitoring equipment, pumps and monitors the landfill gas system.

Maintains department equipment, including all vehicles, the all-terrain vehicle, the gas monitoring equipment, the leachate extraction equipment and the landfill gas collection pumps and flares.

Operates landfill leachate extraction system.

Inspects department construction projects.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment
Computer
Flow meter
Front-end loader,
Forklift
Pickup truck - stick shift and standard
All terrain vehicles and snowmobile
Gas monitoring equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree in Public Administration, Physical Resource Management, Solid Waste Management or Environmental Planning plus one year of experience or internship; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

Valid Wisconsin Driver's License
OSHA Hazwoper 40 hr. Training Certification (to be obtained within 6 months)

Knowledge, Skills and Abilities:

Knowledge of principles, practices and techniques of recycling, composting, incineration and landfilling.

Knowledge of basic equipment maintenance procedures.

Knowledge of and ability to utilize a computer and the required software.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with staff, the public, contractors, regulatory agencies and other levels of government.

Ability to maintain accurate and current records as required.

Ability to plan and schedule work according to priority.

Ability to effectively present information to the public.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 75 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.

Frequent standing; intermittent walking and sitting; occasional driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Withstanding outside temperature changes in the work environment.

Ability to tolerate exposure to cold, heat, noise, vibration and hazards in the work environment.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

New: 5/24/13

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: BUSINESS DEVELOPMENT MANAGER – PORT AND RESOURCE MANAGEMENT

REPORTS TO: DIRECTOR OF PORT AND RESOURCE MANAGEMENT

DEPARTMENT: PORT AND RESOURCE MANAGEMENT

BARGAINING UNIT: ADMINISTRATIVE

JOB SUMMARY:

Grow the business enterprises of the Department through business development practices, networking, negotiation of contracts and agreements, economic development, grant writing, marketing, and public relations. Economically develop the Port of Green Bay and resource management programs for solid waste and recyclables.

Business activities include solid waste and recycling transfer stations and disposal, household hazardous waste, recycling markets, dredge material disposal and beneficial reuse, port activities and facilities. Explore emerging technologies to keep Department on the leading edge of its varied business enterprises.

ESSENTIAL DUTIES:

Plans organizes, assigns and directs the work activities of subordinate staff regarding financial records, payroll, equipment utilization, accounts payable, financial reporting, monthly billing, and reporting.

Manages information services technologies including all computer and website management needs for department. Coordinates all department computer software and hardware revisions, improvements and outlay projects.

Investigate and explore emerging technologies that may be economically and environmentally beneficial to Department business enterprises.

Assist Director in developing business strategies and annual business plans and annual reports.

Coordinates operations of new programs with county municipalities, private businesses and citizens; builds and maintains effective working relationships with the same.

Develops and manages public relations and education including conducting public presentations, performing tours, developing public education programs, writing and developing brochures, facts sheets and other educational literature.

Develop thorough business case evaluation for new programs; include cost estimates, return on investment, funding options, grant opportunities, technical as well as political feasibility of new programs.

Maintain working relationships with all customers, service providers and others through face-to-face meetings, special events, electronic communications, newsletters, website, etc.

Initiates and negotiates agreements with local governments, businesses and institutions.

Supervises engineering consultants contractors during planning, siting, design and construction of port, solid waste, recycling, household hazardous waste and related projects.

Represents Brown County and promotes county policies and procedures to the media and public; acts as a liaison to municipalities, businesses, citizens and other government agencies; speaks to citizens about solid waste issues; projects a positive and professional image of Brown County.

Assist Director in long-term planning efforts

Ability to act in the absence of the Director.

Assists the Director in preparation of the annual budget.

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

Computer
General office equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree in Engineering, Business Administration, Public Administration or a related field plus two (2) years of experience in solid waste management. Economic development or port management; or any combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

Valid Wisconsin Driver's License
Landfill Facility Manager Certification (to be obtained within 6 months)
OSHA Hazwoper 40 hr. Training Certification (to be obtained within 6 months)

Knowledge, Skills and Abilities:

Knowledge of general accounting, cost accounting, governmental accounting and budgeting practices and procedures.

Knowledge of computerized management information systems.

Knowledge of principles of budgeting and revenue enhancement.

Knowledge of billing, collections, and other financial functions.

Knowledge of modern office management, organization, policies, practices and procedures.

Knowledge of budget preparation, administration and management.

Knowledge of strategic planning.

Knowledge of fund raising principles and techniques.

Knowledge of the application and development of grants.

Ability to research emerging technologies and prepare business plans

Knowledge of and ability to utilize computers and automated library systems.

Strong skills and abilities regarding customer service.

Ability to compile and prioritize budget requests and to administer budgets.

Ability to prepare research reports and surveys.

Ability to organize, coordinate and manage people and resources.

Ability to communicate effectively both orally and in writing.

Ability to work independently with a high level of expertise.

Knowledge of the principles, practices, techniques and economics of solid waste, recycling, household hazardous waste or commercial port management.

General knowledge of State and federal solid waste, recycling or waterborne commerce regulations.

Knowledge of analytical techniques.

Knowledge of and ability to utilize a computer especially Excel and Word and other required software.

Ability to work with minimal direction.

Ability to establish and achieve long-range goals and objectives and to plan, organize and work towards their implementation.

Ability to establish and maintain effective working relationships with officials, staff and the public.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

Intermittent standing, walking and sitting with occasional driving.

Occasional bending, twisting, squatting, climbing, reaching and grappling.

Communicating orally in a clear manner.

Withstanding temperature changes in the work environment.

Ability to tolerate exposure to cold, heat, noise, vibration and hazards in the work environment.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

New: 5/24/13

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



LYNN A. VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES MANAGER

TO: Lynn Vanden Langenberg
FROM: Tom Caldie, Human Resources Analyst
RE: Port and Solid Waste Reorganization
DATE: 6/4/13

I. Introduction:

- a. The Human Resources Department received a request from Dean Haen, Port and Solid Waste Director, to reorganize the Table of Organization for his department. His analysis shows that changes are needed for the following reasons:
 - i. The title "Solid Waste" needs to be updated to better reflect current activities, updated technology, current focus, and strategic intent.
 - ii. The present structure is inflexible. Departments are functional in nature, which was good in the beginning. However, operations have become more complex, which requires increased teamwork. The present structure creates a "silo" mentality instead of teamwork.
 - iii. New position descriptions and a structure designed for anticipated growth will allow for both employee development and increased strategic business development.
 - iv. Integration is needed both between departments and individual jobs.
 1. Cross-training and team-based decision making will become more necessary as business development increases.

II. Research Completed:

- a. Trends analyses by Dean Haen regarding port and solid resource recovery business development options.
- b. Meetings between Dean Haen, Port and Solid Waste Director, and Lynn Vanden Langenberg, Human Resources Manager, Tom Caldie HR Analyst and Tom Smith, Senior HR Analyst, in March and April of 2013 to discuss departmental, regional, and tri-county waste management trends and how they are affecting growth
- c. Analysis and grading of proposed Job Description Titles by Tom Caldie, reviewed by Senior Analyst and HR Manager.

III. Research Findings:

- a. Larger operations normally require a separation of operations, development, and finance functions.
- b. Managers need to focus on developing larger, growing departments which will eventually become divisions.
 - i. Divisions will allow managers to focus strategically on either business development or operations.
- c. Business development needs a dedicated position focusing on strategic growth.
- d. As resource recovery operations become larger and more complex, job descriptions become more complex.
- e. The number and type of financial transactions are both increasing.
- f. Employees need to be cross-trained. More flexible job titles at lower levels can create a "pool" of highly skilled associates. An apprentice-type curriculum tied to job description duties at each level within the job family would create opportunities for employee development and potential career advancement.

IV. Discussion:

- a. The following changes have been recommended by the Director of Port and Solid Waste for the reasons above:
 - i. Department Name: From "Port and Solid Waste" to "Port and Resource Recovery."
 - ii. Positions:
 - 1. From "Port and Solid Waste Director" to "Port and Resource Recovery Director."
 - 2. From (2) "Facility Manager" positions to:
 - a. (1) "Business Development Manager" and
 - b. (1) "Operations Manager"
 - 3. From (2) "Solid Waste Technician" positions to:
 - a. (2) "Resource Recovery Technician"
 - 4. From (1.9) "Scale Operator" and (3) Hazardous Waste Aides, to:
 - a. (5.0) "Resource Recovery Associates"
 - 5. From (1) "Account Clerk I" to
 - a. (1) "Account Clerk II"
 - 6. From (.58) "Clerk Typist II" to
 - a. (1) "Clerk Typist II"
 - 7. From (1) "Co-op Student Intern" to
 - a. Unchanged

- V. Findings: Due to the Port Manager position being eliminated and duties combined with the Director of Port and Solid Waste position and distribution of work to other positions, budget impact for the last four months of 2013 and FY 2014 is negative.

BUDGET IMPACT (See attached spreadsheet)

Short-Term and Long-Term Disability Plans

Brown County provides its employees short-term and long-term disability benefits. Below is a summary of the current plan, market data, and the recommended changes to the current plan.

Short-term Disability (self-funded)			
	Current plan	Market Data*	Proposed Plan
Elimination period - accident	3	0	0
Elimination period - sickness	3	7	7
Family member	7 day benefit	N/A	Eliminate
Percent of wages paid	75%	60%	60%
Duration	180 days		180 days
Number of claims per year	222		212
Number of claims days	8751		7863
Claim costs	\$700,000		\$470,000
Amount paid by employer	100%	71% - 100% 17.5% - 0%	100%

Items in italics are expected results with proposed plan.

Note – Departments are charged for the first two weeks (use of accrued benefits for waiting period and benefit days). The Short-term Disability fund is charged with the balance. The cost savings of \$230,000 will be in both the department budgets and the Short-term Disability fund.

Long-term Disability (fully insured)			
	Current plan	Market Data*	Proposed Plan
Monthly benefits	66 2/3% to \$5,000	60%	66 2/3% to \$5,000
Elimination period	180 days		180 days
Duration	ADEA with NRA		Normal Retirement Age
Definition of disability	Own Occupation Only		Own Occupation OR Any Occupation
Rate per \$100	.38		.37
Premiums	\$254,382		\$247,687
Amount paid by Brown County	100%	71.7% - 100% 17.2% - 0%	100%

Added Benefits:

- \$25,000 Reasonable Accommodation Benefit
- Lifetime Security Benefits
- Return to Work Incentive
- Employee Assistance – hot line, face-to-face counseling, goal and success planning, legal consultation, identity theft, financial consulting
- Vocational RN on-site as needed

*Market Data taken from Northeast Wisconsin Chambers Coalition Benefit Survey 2012-2013

- 58% begin accident coverage on Day 1
- 75% begin illness coverage on Day 8
- 70.5% pay 60% of wages
- 19.2% of employers responding do not offer Short-Term Disability
- 15.7% of employers responding do not offer Long-Term Disability

Health Insurance Plan

Brown County health insurance plan is self-funded. The market is expecting health care costs to increase at least 10% or \$1.58 million (Medical \$1,230,000, Pharmacy \$350,000). There are requirements of the Affordable Healthcare Act that impact the cost of the health insurance plan (fee of \$219,144).

Although this is a high deductible plan, the deductible has been funded using the fund balance that had accumulated in years past plus wellness incentives. Deductible funding and wellness incentives allowed for a low/no net deductible.

The funding of the deductible was scheduled to decrease over time, with a target of 50% on a continuous basis if plan performance allows (use of fund balance). Premiums have not increased in three years.

Due to the expected increases in health care costs, the following changes are recommended for 2014:

- Increase premiums by 5% - increase employee participation in premium from 12% to 18%. Monthly increase for employees - single \$31.81; family \$84.67 (less pre-tax reduction).
- Decrease deductible percent paid by fund balance from 80% to 70%. New employees will be funded at 50%. In 2015, all employees will be funded at 50% if plan performance allows.
- Increase Wellness Incentives by \$50 (Single) and \$100 (Family). Change co-insurance from 100% to 90%. Increase maximum of out of pocket by \$1,000.
- Introduce Health Risk Assessment (HRA), with baseline measurements taken in September 2013.
 - Non-participation in 2013 HRA penalty - additional 3% of premium (from 18% to 21%)
 - During 2014 - employees and spouse work with Occupational Health Nurse to improve Health Risk Assessment score
 - September 2014 - HRA score is used to determine the percent of premium paid by employee for 2015 (Healthy score = less premium paid by employee)

Health Plan				
	Current Single	Proposed Single	Current Family	Proposed Family
Monthly premium - employees	\$539.33	\$566.30	\$1,435.19	\$1,506.95
Monthly premium - retiree (+2% admin fee)	\$539.33	\$582.48	\$1,435.19	\$1,550.01
Employer/employee % with HRA participation	87%/13%	82%/18%	87%/13%	82%/18%
Employer/employee % if no participation in HRA	N/A	79%/21%	N/A	79%/21%
In-network deductible	\$1,500	\$1,500	\$3,000	\$3,000
Out-of-network deductible	\$3,000	\$3,000	\$6,000	\$6,000
Deductible paid by fund – current employees	80% (\$1,200)	70% (\$1,050)	80% (\$2,400)	70% (\$2,100)
Wellness Incentives	\$200	\$250	\$400	\$500
Deductible paid by fund – new employees	80% (\$1,200)	50% (\$750)	80% (\$2,400)	50% (\$1,500)
Max out of pocket – in network	\$1,500	\$2,500	\$3,000	\$4,000
Max out of pocket – out of network	\$6,000	\$6,000	\$12,000	\$12,000
Co-insurance – in network	100%	90%	100%	90%
Co-insurance – out of network	70%	70%	70%	70%

Health Insurance Plan

Brown County Health Insurance Plan Compared to Market Data			
	Current	Proposed	Market Data*
Monthly premium - single	\$539.33	\$566.30	53.6% \$300 - \$499 26.8% \$500 - \$699
Monthly premium - family	\$1,435.19	\$1,506.95	66.1% - >\$1,100
% paid by Employer	87%	80%	36% - 80% - 99% 35.1% - 60% - 79%
Deductible for HDHP with HRA	Single - \$1,500 Family - \$3,000	Single - \$1,500 Family - \$3,000	29.4% - \$1,500 23.5% - \$2,000 5.9% - \$2,500 11.8% - \$3,000
Dollar amount contributed to HRA	Single - \$1,200 Family - \$2,400	Single - \$1,050 Family - \$2,100	72.2% - \$1,000 - \$1,999
New Employees	Single - \$1,200 Family - \$2,400	Single - \$750 Family - \$1,500	

*Market Data is from Northeast Wisconsin Chambers Coalition Benefit Survey Fox Valley 2012 - 2013